



## BACKGROUND EVALUATION METHODOLOGIES

2009

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Albany, NY	Teresa Rodrigues	All diocesan priests and deacons, employees and volunteers undergo a background by Choicepoint. All Order priests are required to complete a Choicepoint Background check. Educators receive backgrounds through Choicepoint and the New York State screening. Candidates for Ordination receive an Intercoastal Research and Investigations Check. Intercoastal Research and Investigations record checks include the following: State and Federal Criminal Records Check, Employment Search, Credit check, Driving Record Check, Federal Civil Records Check, Federal Bankruptcy Search, Federal Bureau of Prison records Check, Criminal History Database Search, Dept. Of Corrections Database search, Sex Offenders Registry Search, and Social Security Number Validation.
Alexandria, LA	Patrick C. McCusker	The background check used by the Diocese is through HIRERITE, Inc. It consists of a seven year criminal record check in all states resided, a sex offender's registry search, and social security number verification.
Allentown, PA	Sr. Meg Cole, SSJ Coordinator, Safe Environment Programs <a href="mailto:Mcole@allentowndiocese.org">Mcole@allentowndiocese.org</a> 610-289-8900, ext. 222  Msgr. Gerald E. Gobitas Kelly C. Bruce Barbara Amabile	The Diocese of Allentown, its parishes, schools and other locations use the USIS/HireRight internet based background check program to perform its background checks.
Altoona-Johnstown, PA	Sister Donna Marie Leiden, S.C.	The diocese uses Hireright formerly known as USIS to conduct the background checks for all adult categories.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Amarillo, TX	Bernice Nogglar Superintendent of Catholic Schools <a href="mailto:bnogglar@amarillodiocese.org">bnogglar@amarillodiocese.org</a> 806-383-2243, ext.110	eAAPs of Austin, Texas, conducts National Criminal History checks, Sexual Offenders List. The Diocese of Amarillo utilizes AUSTIN COMPUTING SOLUTIONS for background checks.
Anchorage, AK	Sr. Jacqueline Stoll, OP Archdiocesan Safe Environment Director <a href="mailto:jstoll@caa-ak.org">jstoll@caa-ak.org</a> 907-297-7736	Criminal Background checks are conducted by PINNACLE investigations which includes a full criminal background check, which includes felony, misdemeanor, criminal traffic, federal criminal and national sex offender checks, prior to the beginning of ministry, and every five years.
Arlington, VA	Rev. Terry Specht Director of Office of Child and Youth Protection <a href="mailto:t.specht@arlingtondiocese.org">t.specht@arlingtondiocese.org</a> 703-841-2529	All clergy, educators, and school and diocesan employees receive their background evaluations by fingerprint card and forwarding the card to the Virginia State Police who scan the cards and electronically forward the fingerprints to the FBI. Because of privacy laws in the State of Virginia, the response does not indicate arrests, but only indicates whether the individual is qualified or disqualified, utilizing a set of criteria the state has established. The diocese must then do their own investigation of those individuals the state indicates are disqualified to find out why they were disqualified. All volunteers who have regular contact with children and youth receive background evaluations through a firm named Southeastern Securities. The diocese provides a volunteer's personal data to the company and the company responds in two or three days with results of the background search.
Atlanta, GA	Jennifer Broel Director, Safe Environment <a href="mailto:jbroel@archatl.com">jbroel@archatl.com</a> 404-978-2765	A Background Consent Form is provided to the individual before he is accepted to the program. This form is then submitted to Verifications, Inc. to perform a national background screen. Once the background screening results come in, it is determined if the individual is qualified to be accepted in the program. Verifications, Inc. conducts the

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		following checks: SSN verification, County criminal record checks, National Crime Record Locator and National SOR from the US Dept. of Justice, Sex Offender registry and DMV check.
Austin, TX	Emily C. Hurlimann Coordinator, Office of Ethics and Integrity in Ministry <a href="mailto:emily-hurlimann@austindiocese.org">emily-hurlimann@austindiocese.org</a> 512-697-2047	Background evaluations for educators and volunteers are conducted using an online service through the Texas Department of Public Safety. Clergy and employees receive background evaluations through an online database firm named SPIS Investigations which is also used by the Diocese of San Antonio.
Baker, OR	Peggy Buselli <a href="mailto:peggy@dioceseofbaker.org">peggy@dioceseofbaker.org</a> 541-388-4004	Each employee and each volunteer who will be working with children must sign a Code of Conduct and fill out a form for a background check. Background investigations are conducted by a local private investigator, and include criminal and DMV checks. The investigator utilizes criminal data bases that provide name checks mainly utilizing dates of birth. DMV records focusing on driving records are also checked based on identifying information provided by the applicant. DMV and SSN add to the legitimacy of the identity. SSN are utilized in all databases if the database accepts this criteria.
Baltimore, MD	Alison D'Alessandro Director Office of Child & Youth Protection <a href="mailto:adalessandro@archbalt.org">adalessandro@archbalt.org</a> 410-547-5599	All priests, deacons, and candidates for ordination must receive the Criminal Justice Information Services (CJIS)/Fingerprint Check. The fingerprint check is performed by the Md. Dept. of Public Safety and Correctional Services. The fingerprints are submitted to the state of Maryland and to the FBI databases. In addition, those seeking incardination in the Archdiocese are subject to psychological testing.
Baton Rouge, LA	Amy J. Cordon VAC and Child Protection Officer <a href="mailto:acordon@diobr.org">acordon@diobr.org</a> 225-242-0202	All educators and school employees receive a fingerprint background evaluation through the Louisiana State Police to the FBI. All school volunteers who have regular contact with children receive a fingerprint evaluation through only the Louisiana State Police. Cordon advised she has prepared a

**U.S. Catholic Church  
2009 Background Methodology  
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<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>policy that all Child Protection Site Coordinators have that defines by position what regular contact with children is in the diocese. Cordon said seminarians receive a fingerprint background evaluation through only the Louisiana State Police. Parish employees and volunteers who have regular contact with children and youth receive background evaluations through an online service named Austin Computing Services who works through Integrated Screening Partners.</p>
<p>Beaumont, TX</p>	<p>Sr. Esther Dunegan Chancellor 409/924-4304 <a href="mailto:edunegan@dioceseofbmt.org">edunegan@dioceseofbmt.org</a></p> <p>Mr. Paul Thomas Safe Environment Coordinator 409/924-4315 <a href="mailto:pthomas@dioceseofbmt.org">pthomas@dioceseofbmt.org</a></p>	<p><u>For extern Priests and Deacons and Seminarian Applicants:</u> The priest completes a Curriculum Vitae form, along with the "Clergy/Seminarian Background Questionnaire" form. The priest's Bishop/Major Superior completes the "Confidential Statement of Suitability" regarding the priest's background. If there is something questionable, the Bishop contacts the priest's Bishop or Major Superior. We also check with past employers/parishes if the extern priest is not a religious order priest. I then establish the priest's profile on Logos Dashboard, which then submits requests for screenings (criminal, sex offender, driving, and credit) to Screening One. We receive results within 24 hrs.</p> <p><u>For Lay Applicants for Employment in diocesan offices:</u> The applicant fills out our Application for Employment (on our website under "Careers"). Our HR Director reviews the application and any documentation submitted (e.g. resume, certificates, etc.), and if the applicant looks promising, she will conduct an interview. She also contacts previous employers and personal references. If the applicant still looks promising, our HR Director requests that I establish a profile on Logos Dashboard, which then submits requests for screenings</p>

**U.S. Catholic Church  
2009 Background Methodology  
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<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>(criminal, sex offender, driving, and credit) to Screening One. Our HR Director may do a second interview.</p> <p><u>For Lay Applicants for employment in parishes/schools:</u> The applicant completes the Application for Employment (on our website under "Careers"). The pastor then contacts previous employers and personal references. The parishes do not yet have access to the Logos Dashboard program (still in the tweaking phase), so the parishes utilize the Texas Dept. of Public Safety website to do the criminal background check. They also utilize the National Sex Offender Database to do a sex offender search of ALL states in the U.S. (All of this is explained on our website, under "Safe Environment"/Background checks.)</p> <p><u>For Lay Volunteers in Parishes/Schools:</u> Similar to the above for applicants for employment. (See our website.)</p>
Belleville, IL	Lynn Muscarello Director of Child Protection Services/VAC <a href="mailto:lmuscarello@diobelle.org">lmuscarello@diobelle.org</a> 618-212-0050, ext. 104	For Priests, Deacons and Candidates for Ordination we require that they submit a <b>Child Abuse and Neglect Tracking System (CANTS)</b> through the IL Department of Children and family Services. We also conduct a name-based criminal background check through either the ISP or a third party provider. In addition if the individual is from within the diocese they submit a self-written Testimonial of Suitability. A Testimonial of Suitability is obtained from the superior/provincial of an extern priest or deacon. Each individual who has ongoing unsupervised contact with children and youth has a file in the office of the VAC. The file contains the dates background investigations are requested and the responses from the appropriate agency. This information is transferred to a database for immediate confirmation that the individual has had a background check and has had the training.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Biloxi, MS	<p>Monsignor Andrew Murray Vicar General <a href="mailto:amurray@biloxidiocese.org">amurray@biloxidiocese.org</a> 228-702-2102</p> <p>Michael Ladner Superintendent of Schools <a href="mailto:mladner@biloxidiocese.org">mladner@biloxidiocese.org</a> 228-702-2129</p> <p>Rhonda Clark Assistant Superintendent of Schools <a href="mailto:rclark@biloxidiocese.org">rclark@biloxidiocese.org</a> 228-702-2151</p> <p>Bragg Moore Dir. Of Youth Ministry <a href="mailto:bmoore@biloxidiocese.org">bmoore@biloxidiocese.org</a> 228-702-2141</p> <p>Leo Trahan Dir. Of Religious Education <a href="mailto:ltrahan@biloxidiocese.org">ltrahan@biloxidiocese.org</a> 228-702-2131</p> <p>Very Reverend Dominick Fullam Moderator of the Curia <a href="mailto:dfullam@biloxidiocese.org">dfullam@biloxidiocese.org</a> 228-702-2110</p>	Background checks are processed through Volunteer Select Inc., a division of Choice Point. A check is made on all individuals using the State of Mississippi Sex Abuse Registry.

**U.S. Catholic Church  
2009 Background Methodology  
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Birmingham, AL	Donald Schwarzoff	All Background Investigations are done through “Choice Point”. With the exception of schools and parishes all records are maintained at the diocesan level. Parishes and catholic schools do have the ability to query “Choice Point” on their own to request a background investigation upon a prospective employee or volunteer. Those records are maintained at the parish or school level; however, they are monitored by the diocese through spot checks as the diocese has electronic access to each and every record. Per diocesan policy background checks are done every 3 years on every category of individual.
Bismarck, ND	Joel Melarvie <a href="mailto:jmelarvie@bismarckdiocese.com">jmelarvie@bismarckdiocese.com</a>  Carol Steier <a href="mailto:csteier@bismarckdiocese.com">csteier@bismarckdiocese.com</a>	Priests: Background checks are completed by Oxford Document Management Company and the Department of Human Services, Child Protective Services Division, State of North Dakota. Background checks for certificated educators are done by the state of North Dakota State Bureau of Investigation to include a fingerprint check submitted to the FBI. All other adult categories: Background checks are done by MYB, Inc. and the Department of Human Services, Child Protective Services Division, State of North Dakota. Backgrounds are done on a decentralized basis by each parish and school, all of whom have the authority to initiate a background check on any category of person directly through Mind Your Business (MYB). The cost of the background is borne by the parish/school, however, the results are sent directly to the diocese from MYB which reviews the content and then passes judgment on whether the named individual can serve as either an employee or volunteer. The written report is then passed on to the requesting parish/school which maintains their own records
Boise, ID	Bob Fontaine, Ed.D. Director of Human Resources/CYAP <a href="mailto:bfontaine@rcdb.org">bfontaine@rcdb.org</a>	Following the completion of a waiver form by the applicant, the following checks are conducted – social security validation, national crime check, federal convictions, the Dru Sjodin



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	208-342-1311 ext. 5155	National Registry (managed by DOJ as a national sex offender resource), and statewide criminal check. Quintana Investigations uses the Court Check database, Flower Mound, TX.
Boston, MA Archdiocese	Deacon Anthony Rizzuto Director, Office of Child Advocacy, Implementation & Oversight (OCAIO) <a href="mailto:DRizzuto@rcab.org">DRizzuto@rcab.org</a> 617-746-5994/7	The Archdiocese of Boston conducts all their background name check evaluations in all categories of personnel through the Commonwealth of Massachusetts Criminal History Systems Board. As RCAB is a not for profit organization the State Police have waived all fees related to background inquiries. RCAB has a centralized system where all requests are submitted and received by the Archdiocese and all records are maintained at the Archdiocese level. Each record is reviewed at the Archdiocese for suitability. RCAB also conducts reinvestigations (Name checks) of every category of personnel from Priests down to volunteers every year. Each category is staggered so that different personnel categories are checked at different times of the year. Anywhere from 55,000 to 70,000 record requests are processed by the RCAB Office of Background Screening each year.
Bridgeport	Erin Neil, Director of Safe Environments & Victim Assistance Coordinator <a href="mailto:eneil@diobpt.org">eneil@diobpt.org</a> 203-416-1406	All Criminal Checks are done through Mind Your Business, Inc. All Priests, Deacons and Seminarians are checked for the following: <ul style="list-style-type: none"> <li>• State Conviction Records</li> <li>• National Crime Registry – searches all state sex offender registries, high crime registries and foreign nationals registry</li> <li>• Social Security Number Trace</li> <li>• DMV Records</li> <li>• Credit Check (Priests &amp; Seminarians only)</li> </ul> In addition to the above, Seminarians are checked for the following: <ul style="list-style-type: none"> <li>• Employment History</li> <li>• Employment Verification</li> </ul> In addition to references and much more in-depth personality

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

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		<p>profiling conducted by our Director of Vocations, Fr. Peter Lynch.</p> <p>All Educators as well as other School Faculty and Staff are fingerprinted:</p> <ul style="list-style-type: none"> <li>• State Fingerprint checks</li> <li>• FBI Fingerprint checks</li> </ul> <p>All results sent to Diocesan Human Resources for review and determination of appropriateness for hire.</p> <p>All Lay Employees are checked for:</p> <ul style="list-style-type: none"> <li>• State Conviction Records</li> <li>• National Crime Registry – searches all state sex offender registries, high crime registries and foreign nationals registry</li> <li>• Social Security Number Trace</li> <li>• Those Responsible for Driving also have their DMV records checked.</li> <li>• Those in positions of financial responsibility have Credit Checks.</li> </ul> <p>All background checks are ordered by local office. Results are sent to Diocesan Human Resources for appropriateness of hire. Employee will not be put on payroll and paid unless they have submitted a Background Check Authorization Form. Employment agreements indicate employment is contingent upon passing a criminal conviction background check process.</p> <p>All Volunteers are checked for:</p> <ul style="list-style-type: none"> <li>• State Conviction Records</li> <li>• National Crime Registry –searches all state sex offender registries and state conviction records</li> </ul>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

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		<p>All background checks are ordered by local office. Results are sent to Diocesan Human Resources for appropriateness of volunteering. Individual will not be allowed to volunteer unless they have submitted a Background Check Authorization Form</p> <p>All Independent Contractors are checked for: Convictions of Sex Crimes or crimes against children. All the criminal checks for the above groups except volunteers are done by Mind Your Own Business. The volunteers are checked by Choicepoint.</p>
Brooklyn, NY	Sister Patricia E. Hudson CSJ, EdD, LMHC Director, Safe Environment Programs <a href="mailto:phudson@rcdob.org">phudson@rcdob.org</a> 718-281-9672	<p>Dcn. Barreneche conducts background searches on all priests and seminarians through Choice Point. This background check includes checks based on name, social security number, address, criminal convictions, sex offender lists and credit reports. Dcn. Gonzalez does background searches for all Deacon Candidates through the FBI. All potential Deacons are fingerprinted. The Safe Environment Office conducts background searches on every volunteer who has ongoing, unsupervised contact with minors through Choice Point/Nexus-Lexus. Permission for such searches is requested at the time the volunteers attend Virtus training. The Human Resource Office conducts background searches on all employees who have contact with children through USIS/Hire Right. The searches are conducted at the time of employment. Included among this group are all educators, diocesan employees and all other employees of schools and parishes.</p>
Brooklyn, NY St. Maron	Chorbishop Michael G. Thomas Vicar General 718-237-9913	<p>Backgrounds for the respective parishes of the eparchy are conducted under the auspices and using the protocol of the Latin dioceses in which the parishes are located. The eparchy has parishes or institutions in a number of states and detailing the</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

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		<p>protocols of the various dioceses would be a huge task. Chorbishop Thomas cited Massachusetts for instance which has parishes in the Archdiocese of Boston, and the Dioceses of Fall River, Springfield, and Worcester. He maintains the results of the background evaluations in the eparchial files</p>
Brownsville, TX	<p>Msgr. Robert E. Maher VG</p> <p>Walter Lukaszek Assistance and Safe Environment Coordinator <a href="mailto:wlukaszek@aol.com">wlukaszek@aol.com</a> (h) 956-464-4898 (o) 956-457-0010</p>	<p>Background checks are conducted by each diocesan entity, parish or the HR department. The checks are made through the Texas Department of Public Safety. The vast majority are performed by HR.</p>
Buffalo, NY	<p>Don Blowey Safe Environment Coordinator <a href="mailto:safekids@buffalodiocese.org">safekids@buffalodiocese.org</a> 716-847-5541</p>	<p>The Diocese of Buffalo is currently working primarily with one company to do most of our criminal background checks. This is a nationally known organization called United States Investigation Services, or USIS. They are known for doing pre-employment and drug screening for major organizations, nationwide (recently changed name to HireRight). You can view details on their website, <a href="http://www.usis.com">http://www.usis.com</a>. We work with their Criminal Services Division out of Tulsa, Oklahoma. This company takes name, date of birth and social security number information that we provide and searches a national database of criminal information provided by the states. They also contract with a credit-reporting agency, to provide address history information to us (not credit information). Each inquiry is also matched against the Department of the Treasury, Office of Foreign Assets Control Specially Designated Nationals (SDN) and Blocked Persons list. The last key component is that they search nation-wide sex offender registries to look for the most</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		serious sex offenders. New York State previously had restrictions on the availability of sex offender information for those who were considered to be the least likely to re-offend (Level 1 offenders). Recently, NYS has made that information available to us through separate channels, beginning the summer of 2006. We now manually check all submissions against this list as well. Some private schools have opted to conduct their own criminal background checks and thus, we do not maintain those records.
Burlington, VT	Kevin Scully Director, Safe Environment Programs <a href="mailto:kscully@vermontcatholic.org">kscully@vermontcatholic.org</a> 802-658-6110, ext. 1218	The background process for those who have lived in Vermont only consists of a Vermont Criminal Information Center screening which includes an NCIC check, a Vermont sexual offender registry check by counties and the Vermont Child Abuse Registry Screening and a ScreeningOne check of motor vehicle operator's records. For those who have lived elsewhere, all of the above plus a national sex registry screen. If there is any indication of a lot of travel by the person, a credit check and a check to determine all residences and further check including a fingerprint search of NCIC.
Camden, NJ	Rod J. Herrera, LCSW Director Office of Safe Environment for Children, Youth & Adults <a href="mailto:rherrera@camdendiocese.org">rherrera@camdendiocese.org</a> 856-583-6114	The diocese requires that a criminal history background check—based on fingerprints processed through the Federal Bureau of Investigation (FBI) and the New Jersey State Bureau of Investigation (SBI)—be performed on volunteers and employees, including clergy, who have regular contact with minors. In addition, the diocese requires that <i>all clergy</i> (priests and deacons) receive the fingerprint background check, not only those who have regular contact with minors. This also includes candidates for ordination. The diocese’s criminal history background check policy also includes the requirement that adult, third-party contractors who perform work or activities on behalf of the

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		diocese, a parish, a school or any entity affiliated with these organizations (including those who are paid by others, e.g., government funded positions, contracted services), must also undergo a criminal history background check via fingerprinting. The SEC manual sets forth policy for background checks and step-by-step procedure. It also contains a Confidentially Agreement, Disclosure Form etc.
Charleston, SC	Bonnie Sigers Safe Environment Manager <a href="mailto:bonnie@catholic-doc.org">bonnie@catholic-doc.org</a> 843-853-2130, ext. 206	Priests, Deacons and Candidates for Ordination must complete an application, provide references, and undergo background screening which consists of a criminal history, a credit history, a driver's history, a SS# screen and a check of the central registry for child sexual abuse. In addition to a psychological testing. The screenings are conducted by a 3 <sup>rd</sup> party agency, Fidelifacts/Metropolitan New York, Inc. The psych evaluation is completed by a local psychiatrist. For Educators, Employees and Volunteers a criminal background check is run and we check the central registry for child abuse. Additional screenings are done based on their job functions. We use SLED if the candidates have resided in SC for over three years, for those less than three years we use Fidelifacts/Metropolitan New York, Inc.
Canton, OH St. George Romanians	Fr. Andre Matthews <a href="mailto:matthews2020@sbcglobal.net">matthews2020@sbcglobal.net</a>	All background evaluations for the Eparchy for all categories are conducted by the International Research Group which includes law enforcement checks.
Charleston, SC	Bonnie Sigers SEC	Checks done by South Carolina State Law Enforcement Division. Dept. of Social Services searches the central registry of sex offenders. Third party provider "Fidelifacts, Inc." performs a criminal search, drivers history and credit check.
Charlotte, NC	Terri Wilhelm Human Resources Director <a href="mailto:twilhelm@charlottediocese.org">twilhelm@charlottediocese.org</a>	For background screening, Charlotte utilizes Screening One.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	704-370-3338  Rev. Msgr. Mauricio West Vicar General and Chancellor <a href="mailto:chancery@charlottediocese.org">chancery@charlottediocese.org</a> 704-370-3325	
Cheyenne, WY	Very Reverend Michael Carr VG <a href="mailto:strosetorrington@yahoo.com">strosetorrington@yahoo.com</a> 307-638-1530  Carol DeLois Chancellor <a href="mailto:carol@dioceseofcheyenne.org">carol@dioceseofcheyenne.org</a> 307-638-1530	Diocese utilizes Family Services and Mind Your Business, Inc. for background evaluations.
Chicago, IL	Womazetta Jones <a href="mailto:wjones@archchicago.org">wjones@archchicago.org</a> 312-534-5238	All priest, deacons and candidates for ordination are screened for back ground using the Choice Point. All educators and school employees must submit to a fingerprint background check through the FBI and the State of Illinois criminal records. This program became Illinois law in July 2008 and applies to all new hires. Should a fingerprinted school employee's arrest occur at any time following the initial submission the Archdiocese will be notified.
Chicago, IL St. Nicholas	Serge Michaluk, MA Director, OCYP <a href="mailto:sergemichaluk@gmail.com">sergemichaluk@gmail.com</a> 773-276-5080 (c) 773-733-3312	For priests, deacons and candidates for ordination, the Eparchy conducts background checks through Austin Computing Solutions's EAppsDB (applications are processed online through the Archdiocese of Chicago Web-Site). The applicant information is forwarded to Choice Point for background record checks. All Eparchial educators undergo a more extensive

**U.S. Catholic Church  
2009 Background Methodology  
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<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>criminal background check by fingerprinting through the Office of Catholic Schools at both the Archdiocese of Chicago and Detroit. The Eparchy conducts background checks on all employees and volunteers through Austin Computing Solutions's EAppsDB (applications are processed online through the Archdiocese of Chicago Web-Site). The applicant information is forwarded to Choice Point for background record checks. Educators from St. Nicholas Ukrainian Catholic School in Chicago, IL, in addition to the standard background check, are required to undergo a mandatory fingerprint check, which is conducted and processed by Accurate Biometrics.</p>
Chicago, IL Syro-Malabar	Rev. Fr. George Madathiparambil	<p>Choicepoint Background Check for all adult categories. Criminal background checks are afforded through the Archdiocese of Chicago.</p>
Cincinnati, OH	<p>Fr. Joe Binzer Chancellor <a href="mailto:jbinzer@catholiccincinnati.org">jbinzer@catholiccincinnati.org</a> 513-263-6601 513-421-3131, ext. 6601</p>	<p>The usual process for more than 99.5% of all the adults is for the person to go to one of the fingerprint sites of the Archdiocese of Cincinnati where their prints are taken electronically. All the fingerprint reports are either printed from one dedicated computer in the Chancery (the usual option when there are no hits) or are mailed (usually there is a hit) from the BCII (State of Ohio) or the FBI. The BCII and FBI determine which reports will be mailed. The mailed reports come to one person in the Chancery. A very small number of adults have prints rolled for the State of Ohio/FBI (if for some reason, we can't get electronic prints); in a few cases, we have accepted fingerprint results from a local school district (someone teaches in a public school district, and volunteers at a parish); in a few cases, if we can't get electronic prints (age, occupation and medication sometimes are factors) and the person does not need to be certified by the State, we use a vendor who does a background check using date of birth and social security number. Before an adult is fingerprinted at one of the Archdiocesan sites, s/he completes a data collection sheet (including name, address, DOB, SSN, location of service, release of liability).</p>



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>These data collection sheets are forwarded to the Chancery. The name on the fingerprint background check results is matched to the data collection sheet and filed alphabetically. The Chancery maintains the official database and notifies locations when a person is approved (acceptable background check and training). About three times a year, the Chancery mails audit reports to locations of the adults who have been fingerprinted for that location; the audit reports are a list of people who have been approved, or are pending approval because the Chancery does not have a record of the training. (We don't include people in our database who have been trained but who don't have a background check because we have been training people since 1992 (about 100,000 names), but only performing background checks since 2003 (about 65,000 names, some of who are no longer active.) The Chancery bills the location (parish/institution/school) for the cost. Some locations pay for the background check; some collect from the adult. Archbishop Pilarczyk is notified of any hits, and decides if someone is approved or not. People can appeal a non-approval, and Fr. Joe Binzer handles those cases. Fr. Joe talks with the person who was fingerprinted, reviews court records, examines expungements, and reviews whether or not teachers who are seeking to be licensed by the State to teach, and certain other high school employees who need a State permit, will be able to get the license or permit from the State based on the results of the background check. When fingerprints are taken, not only do we get a report, but there is the option to send the prints electronically to the State of Ohio for licensing and permit purposes.</p>
Cleveland, OH	Rev. Lawrence Jurcak Sharon Minson Sister Rita Mary Harwood,	<p>The requirements for Background Check (Screening) are described in the Diocesan Policy for the Protection of Children in Matters of Sexual Abuse, Section 1.2 Fingerprint checks are done through the state of Ohio, BCI&amp; I clearance – and for those from outside the State of Ohio an FBI clearance is done. In addition, the Diocesan Policy addresses the questions of who must have a BCI fingerprint check: Policy 1.2.6 and 8.6 states that a “<b>Volunteer</b> is anyone who works with children,</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		without any express or implied promise of remuneration, more than (4) hours a month or who works with children more frequently than once a month. Examples include, but are not limited to, a catechist, coach, choir director, altar server coordinator, youth leader, interns, student teacher and others in similar capacities. It does not include the occasional volunteer, such as a driver or chaperone for individual activities”.
Colorado Springs, CO	Ed Gaffney Director of Mission Effectiveness <a href="mailto:edgaffney@diocs.org">edgaffney@diocs.org</a>  Terri Sortor Director of Human Resources <a href="mailto:tsortor@diocs.org">tsortor@diocs.org</a>	The Diocese of Colorado Springs utilizes the following agencies to conduct criminal background checks: “Screening One,” CICS Employment Services,” “Mind Your Business” and “Choice Point and Premier Employment Screening Services.” Each provides a national criminal screening to include the National Sex Offender Registry, with a state or county level search. “Screening One” is used to conduct background evaluations for priests, deacons and candidates for ordination. Records are maintained in the Bishop’s Office. Criminal background evaluations for diocesan/parish employees and volunteers are conducted utilizing one of the five options described above.
Columbus, OH	Deacon Thomas M. Berg Vice Chancellor 614-224-2251	Ohio BCI & FBI for backgrounds.
Corpus Christi, TX	Joseph Lopez, Chancellor <a href="mailto:jlopez@diocesecc.org">jlopez@diocesecc.org</a> 361-882-6191  Kristi Skrobarczyk Safe Environment Coordinator <a href="mailto:Kskrobarczyk@diocesecc.org">Kskrobarczyk@diocesecc.org</a> 361-882-6191	Applications are submitted to our Human Resources Dept. for processing. Background evaluations are run through SPIS Investigations (San Antonio, TX) and/or Screening One. Each agency uses name, date of birth and drivers license to verify applicant and complete the records check. Screening One has been discontinued as a screening service. SPIS verifies the name of the person through a driver’s license check then does a name check with the Texas Department of Public Safety, a county check in the residence of the person, a nation-wide sexual offender registry check, and a PACER (federal judiciary

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		database) check. Regarding background evaluations of candidates for ordination, the Human Resources office of the diocese processes the paper to determine if the candidate has a criminal history.
Covington, KY	<p>Margie Schack (general)</p> <p>Steve Kopllyay (backgrounds)</p> <p>Lawrence Bowman (educators&amp;children)</p> <p>Isaac Isaac (catechists &amp; children)</p> <p>Msgr. Gilbert J. Rutz (priests &amp; curia employees)</p> <p>Msgr. Bill Neuhaus (deacons)</p> <p>Fr. Ryan Maher (seminarians)</p>	<p>The following procedures are used to conduct background investigations for priests, deacons and candidates for ordination: A check is now made through the Administrative Office of the Courts (AOC). This check reveals any felony convictions in the State of Kentucky going back to 1977. This check is used for all of the individuals in the group's a-d. If an individual has resided outside the state of Kentucky the Diocese also utilizes Choice Point. If a conviction is documented for any sexual crime or crime of violence the individual is automatically disqualified. All background check results are then provided to the VIRTUS data base coordinator who records them. A record is maintained on a detailed spread sheet for all individuals in the diocese, parishes and schools. Additionally each parish has a coordinator who maintains records of backgrounds for the respective parish personnel. People cannot work or be paid until the background is approved and documented. International priests and Extern priests must have a letter of approval from their sponsoring Bishop or Major Superior. The Vocation Director and Coordinator for Seminarians both advised that the candidates for ordination go through an extensive process. This process includes, psychological testing, an application listing prior education, employment references and residences. Also recommendations from two priests and a pastor. In addition to the AOC and Choice Point checks the priest, deacons and candidates for ordination are checked through "Inter Costal" which provides a detailed background for the USCCB. This</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>includes nationwide criminal and credit checks. Any refusal to participate in any of these requirements automatically disqualifies the individual. Any questionable information developed is discussed with the Vicar Generals and Bishop who make the final determination. For Employees, Educators and Volunteers the check is done through AOC: Administrative Office of the Courts. .State check done through the KY State Police in Frankfort for non certified personnel. FBI for certified personnel; live scan fingerprints done at local sites; submitted through KY State police. This includes priests and deacons. Choice Point/Lexus Nexus: emergency check AND used for those who do not live in Kentucky.</p>
Crookston, MN	<p>Reathel Giannonatti Safe Environment Coordinator <a href="mailto:rgiannonatti@crookston.org">rgiannonatti@crookston.org</a></p> <p>Victoria Dathe Administrative Assistant <a href="mailto:vdathe@crookston.org">vdathe@crookston.org</a> 218-281-4533, ext. 424</p>	<p>Choicepoint is our background check provider. All members of the clergy and candidates for ordination are given background checks. Victoria Dathe, Administrative Assistant to Safe Environment Coordinator trains the local Safe Environment Coordinators in each parish to run background checks using Choicepoint. The Safe Environment Office has access to the results. Any criminal background checks that do not meet MN minimum hiring standards are reviewed by the Safe Environment Coordinator and ultimately, applicant's suitability for service is decided by the Vicar General Msgr. David Baumgartner with the assistance of the Board of Review used for Appeals. Prior to acceptance as a seminarian, a candidate must undergo a background check, provided by the Oxford Document Management Company as well as the diocesan background check as per diocesan policy.</p>
Dallas, TX	<p>Barbara Landregan Safe Environment Director <a href="mailto:blandregan@cathdal.org">blandregan@cathdal.org</a></p>	<p>The Diocese of Dallas contracts with Accutrak to do our criminal background checks. Criminal background checks are updated every two years. The background checks include</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	214-379-2812	Accutrak verifying correct name and date of birth; Running a Texas statewide felony, misdemeanor, and sex offender criminal records search; and Running a nationwide felony, misdemeanor, and sex offender records search. These checks are routinely conducted of all priests, deacons, and candidates for ordination. Once the applicant completes the four page Screening Form (which includes three references with contact information), the parish/school Security Officer (or Safe Environment Coordinator) submits the request (online) directly to Accutrak which, in turn, conducts Texas State (and nation-wide) criminal and sex offender name checks providing feedback within 24 hours. Automatic disqualifying offenses are those that relate to sexual abuse, narcotics, and violence. The responses from Accutrak are fully interfaced with the Safe Environment Database maintained by the Safe Environment Coordinator.
Davenport, IA	Mary M. Wieser Director of Faith Formation and Education <a href="mailto:wieser@davenportdiocese.org">wieser@davenportdiocese.org</a> 563-324-1912, ext. 263	Forms which initiate the background investigation process are available on the diocesan web-site. According to Lynnette Sowells, Finance Department, once the diocese receives the completed form, the information is checked in the Iowa Department of Criminal Investigation SING web site. If an applicant has resided outside the State within the past seven years a national background check is completed by Sweeney and Associates, a local investigative firm. Driver's licenses are also used to cross check any positive information through the National Sex Offender Registry, and may be further followed-up with the Iowa Department of Human Services for clarification. Sweeney may also be used for other record and credit checks as deemed necessary for specific positions within the Chancery or parishes.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Denver, CO	Christopher Pond OCDS Director, OCYP <a href="mailto:Chris.Pond@archden.org">Chris.Pond@archden.org</a> 303-715-3226	Backgrounds for all adults are conducted through Screening One, Choicepoint or CBI at the discretion of each parish. The costs incurred for the background checks are the responsibility of the requesting parish.
Des Moines, IA	Sr. Jude Fitzpatrick 515-237-5048  Shelly Starbuck 515-237-5085	Background investigations (criminal checks) are conducted by HireRight for all categories of adults. In addition, the diocese checks the sex offenders' data base maintained by the Iowa Department of Human Services for each adult.
Detroit, MI	Sharon Gorman Safe Environment Coordinator  Lorraine Lajiness	Background investigations for all categories of adults are completed through the ICHAT (Individual Criminal History Access Tool) of the Michigan State Police. For those who have lived outside of the archdiocese within the past seven years the services of Credential Check, Inc., Troy, Michigan are utilized. Educators are required to undergo Live Scan digitized fingerprint checks required by State law.
Detroit, MI Chaldeans	Janan Senawi, CSW Victim Assistance Advocate and Director of Safety Environment Program <a href="mailto:janansenawi@yahoo.com">janansenawi@yahoo.com</a> 248-351-0440	The diocese completes background evaluations through the State of Michigan Ichat program. Ichat is the Internet Criminal History Access Tool (ICHAT) for all background checks in Michigan. For Illinois, the Illinois criminal history records are checked through the account the Eparchy has with the Illinois State Police. In both instances only the state criminal history records are checked.
Dodge City, KS	Sr. Janice Grochowsky, CSJ, JCL, Chancellor <a href="mailto:jgrochowsky@dcdiocese.org">jgrochowsky@dcdiocese.org</a> 620-227-1527	Choice Point is the vendor used for background checks. Choicepoint utilizes its National Criminal File Search program covering all 50 states which provides a search of multiple record sources including: fugitive files; Dept of Correction prison, parole, and release files; state criminal records; county court records; records from other state agencies; and Sex Offender Registries.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Dubuque, IA	Pam Gehl 563-556-2580 ext. 227	<p>The archdiocese utilizes the same processes for conducting background investigations as described in previous audits. Forms authorizing background checks for all adults are available on the website and copies are provided at the time an individual applies for employment or to volunteer for work that might involve contact with children. An Iowa Division of Criminal Investigations (DCI) check is conducted for all adults with a history of living and working in Iowa. Choicepoint is used for individuals from out of state, if criminal information is developed or additional clarification required. In addition, each applicant or new arrival is required to sign a form authorizing the release of information by the Iowa Department of Human Services if a history of child abuse is identified. If so, a copy of the report is provided to the archdiocese. The archdiocesan Human Resources Department, which is affiliated with the Office for the Protection of Youth and Minors, reviews all background records which are securely maintained in the pastoral center. Verified by Pam Gehl and a review of the archdiocesan website.</p>
Duluth, MN	Ernie Stauffenecker Safe Environment Coordinator <a href="mailto:estauffenecker@dioceseduluth.org">estauffenecker@dioceseduluth.org</a> 218-724-9111  Rose Eichmueller Secretary to the Bishop <a href="mailto:reichmueller@dioceseduluth.org">reichmueller@dioceseduluth.org</a> 218-724-9111	<p>Rose Marie Eichmueller, Secretary to the bishop, maintains a data base on which is recorded training and background data relating to all categories of adults associated with children in the S/E program. She receives from the parishes, chancery and schools a certificate of satisfactory completion of diocesan approved S/E training and an approval form to conduct a background investigation. She initiates the investigation through Volunteer Select, a subsidiary of Choice Point and receives the results which she passes on to the appropriate representative. The Choice Point background consists of a social security name check and a national criminal background check of court</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>records. She maintains a separate master file for each parish, school and the various clerics. The master file contains an individual file on each person. In files for priests and deacons she notes conferences and workshops each attended. All files are securely maintained in locked cabinets under her control at the chancery.</p>
El Paso, TX	<p>Elena Bejarano Safe Environment Coordinator <a href="mailto:ebejarano@elpasodiocese.org">ebejarano@elpasodiocese.org</a> 915-872-8427</p>	<p>All diocesan and parish employees as well as priests and deacons have their backgrounds checked through a data base service (SPIS Investigations, 19141 Stone Oak Parkway, San Antonio, Texas.) Volunteers, other than at schools are processed on-line through the Texas Department of Public Safety. Records of all completed background checks are securely maintained in the chancery offices. All employees of Catholic Schools, including educators and school volunteers having unsupervised contact with children are required to complete fingerprint checks through the Texas DPS. The same for U.S. seminarians. Foreign seminarians have backgrounds during the process of obtaining student visas.</p>
Erie, PA	<p>Mrs. Karen Streett Monsignor Robert J. Smith</p>	<p>Adults to include volunteers, educators, as well as diocesan, parish and school employees have backgrounds conducted which include a Pennsylvania (PA) criminal history check conducted by the state police and a PA Department of Public Welfare Abuse (DPW) history check conducted by that agency. The checks are initiated and results evaluated by a trusted individual at each parish or school where all documents are securely maintained (locked cabinet), as directed by the chancery. Forms to initiate these checks are available online.</p> <p>Priests, deacons, and candidates for ordination undergo the same PA Criminal History, and PA DPW history checks. Forms are available online and the results securely maintained in locked</p>



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>cabinets at the chancery. All Catholic school teachers, student teachers, employees and school volunteers receiving a stipend, in addition to the above, are also required by PA law to complete FBI backgrounds. This includes providing current fingerprints and a waiver allowing the diocese to view the individual's FBI Identification record. This review is conducted electronically through an external agency established to process school related inquiries. Supporting documentation is securely maintained at the school. All parish employees and volunteers, who have not resided in PA for at least two years prior to their association with the parish, are required to agree to a similar check of their federal criminal records through the FBI. This requires fingerprinting, a waiver and processing through routine procedures established under US Department of Justice Order 556-73. These checks are also initiated, evaluated and securely maintained at the parish. Appropriate forms are available online.</p>
<p>Evansville, IN</p>	<p>Judy Neff Chancellor <a href="mailto:jneff@evansville-diocese.org">jneff@evansville-diocese.org</a> 800-637-1731, ext. 248</p>	<p>The Diocese of Evansville utilizes the services of Results Inc. of Indianapolis In. to conduct background checks. A new state law went into effect 7-1-09 that will require all school employees to be fingerprinted as well, and run through AFIS.</p>
<p>Fairbanks, AK</p>	<p>Barbara Tolliver Ronnie Rosenberg</p>	<p>Everyone undergoes a criminal background check conducted by CICS, a commercial vendor located in Portland, Oregon. This includes both local and international background checks. And if indicated, letters from foreign police departments are obtained. In addition, priests transferring into the diocese are required to present references from their pastors, bishops, religious community if applicable, as well as family members and confreres. Moreover, once the individual is in Alaska, weekly review to scan for any arrests and State Trooper contacts is conducted in-house using State of Alaska Court and Public</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		Safety databases. Seminary candidates are re-checked upon return to Alaska for the academic year and prior to ordination. Most of the background checks that are done are name checks, however, it should be noted that Alaska is a very public state in that all arrest data & police activity logs are public information. The diocese does maintain good relationships with the Alaska State Troopers and the diocese does review on a regular basis recent public arrest data for any connection with a cleric. Interviewed Ronnie Rosenberg and reviewed a representative amount of HR files.
Fall River, MA	Arlene McNamee Director of Catholic Social Services & VAC <a href="mailto:arlenem@cssdioc.org">arlenem@cssdioc.org</a>	Backgrounds for all categories are done electronically through CORI, “Criminal Offender Record Information”
Fargo, ND	MSGR. JOSEPH P. GOERING Vicar General/Vicar for Clergy  Karen Neff	MYB or Mind You Business is a private company used for background evaluations, criminal and SSN checks. ND Public School Licensing and Child Abuse & Neglect policies on file; Follow-up commitments on file for all adults. Background evaluations for teachers are conducted by the state police.
Fort Wayne-Southbend, IN	Rev. Robert Schulte Vicar General <a href="mailto:rschulte@fw.diocesefwsb.org">rschulte@fw.diocesefwsb.org</a> 260-399-1413  Cathie Cicchiello Safe Environment Coordinator <a href="mailto:ccicchiello@fw.diocesefwsb.org">ccicchiello@fw.diocesefwsb.org</a> 260-672-1510	Background check process: All priests have three checks completed. 1) Indiana Limited Criminal History 2) Indiana Sex & Violent Offender Registry 3) Dru Sjodin National Sex Offender Public Registry All international priests have an Affidavit of Suitability for Ministry from their religious superior or diocesan bishop. All religious order priests are screened and trained by their religious community. This is documented in our diocese on their Affidavit of Suitability for Ministry. All deacons have the same three criminal background checks as priests. An additional Choicepoint National Criminal Database Check is completed on a deacon if he does not meet a ten year residency requirement.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		All adults have first two checks above completed. If an adult has lived out of state in the last ten years, we search four to include number 3 above and Choicepoint National Criminal Database.
Fort Worth, TX	Mrs. Ruth Smith, Director Office of Child & Youth Protection <a href="mailto:rsmith@fwdioc.org">rsmith@fwdioc.org</a> 817-560-2452, ext. 180	The Diocese of Fort Worth conducts their background checks through Screening One. All persons requiring SE training and background checks must sign a consent form prior to the check. Screening One checks for criminal offenses, the sex offender data base and other State locations. The reason the diocese changed from Choice Point is because the new company has the ability to conduct checks in one hundred and fifty countries. Everyone is required to be rechecked every three years. Results of the checks are reviewed by Ruth Smith, Director of Child and Youth Protection. Records are maintained on a data base and hard copies are locked in a file controlled by the Director of Child and Youth Protection. Safe environment coordinators at parishes and schools enter the request with the information into the Screening One data base and the results are returned to the Director of Child and Youth Protection. After her review a code is entered into the data base, green for OK, yellow for something missing, and red for not approved, to be viewed by the parish and school SE coordinators.
Fresno, CA	Teresa Dominguez, VAC/Safe Environment Manager <a href="mailto:tadominguez@sbcglobal.net">tadominguez@sbcglobal.net</a> 559-584-4349	A list of Live Scan (Fingerprinting) locations is provided to responsible diocesan personnel along with the appropriately coded Live Scan Forms. All clergy must be cleared through the California Department of Justice and FBI. Clergy transferring or visiting from another diocese must have a “Letter of Good Standing” from their Bishop. Extern priests may be required to undergo a physical/psychological exam. Parish employees and volunteers are cleared through the DOJ. All educators and

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		support staff in the schools must be cleared through the California Department of Justice and FBI. In the event fingerprints are unreadable, a name search is conducted using personal data. Utilizing Megan’s Law is encouraged for general screening beyond Charter requirements.
Gallup, NM	Rev. Matthew Keller Chancellor 505-863-4406	The Diocese of Gallup uses The Catholic Mutual Insurance Company program “Mind Your Business”, to conduct background checks. Vera Placencio, Secretary to the Bishop, 505-863-4406 ext, 24, is responsible for the program. Each site sends a signed release form to Vera, who then submits the information to Mind your Business. They conduct backgrounds, criminal history, sex offender registry and social security checks. The results are sent to Vera who enters the information into the data base and notifies the requesting department of the results. All documents are locked in files under Vera’s control.
Galveston/Houston, TX	Karen Martin Assoc. Director of Safe Environment <a href="mailto:kmartin@archgf.org">kmartin@archgf.org</a> 713-652-4401	Background checks are performed through Safe Advantage Services, of Dallas TX, the “safe church project”. They include a check through a national criminal index, containing sex offender registries. All specific hits are verified with an independent state and county criminal check. Karen Martin Assoc. Director of SE is responsible for this program. She maintains a standalone data base, where the information received from Safe Advantage is scanned into the system and the hard copies are shredded. The results Pass/Fail is entered into the Virtus on line system so the parishes and schools can access Virtus and see the results of the background check. The diocese is evaluating implementation of a three or five year program to recheck backgrounds.
Gary, IN	Kenneth Flanagan	The Diocese of Gary uses ChoicePoint and the State Police of Indiana, records division, to conduct their background checks. Darlene Manchina, SE Coordinator receives signed permission

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Darlene Marchina <a href="mailto:dmarchin@dgary.org">dmarchin@dgary.org</a> 219-769-9292 ext 234	forms from all sources in the diocese requiring background checks. Her department notifies ChoicePoint and the State and when reports are returned they notify the requesting source of the approval or if they were declined. All data is entered into the diocesan data base, and hard copies are maintained in the SE office in a locked file.
Gaylord, MI	Candace Neff Coordinator for Misconduct Issues <a href="mailto:cneff@dioceseofgaylord.org">cneff@dioceseofgaylord.org</a> 989-732-5147	All educators, school employees, clergy, employees who have regular contact with children and volunteers who have more than 8 hours per month contact with children are required to submit fingerprints which are then run through Michigan State Police and FBI data bases. Volunteers who have less than 8 hours per month contact with children are checked on the internet through the Michigan State Police Criminal History Access Tool, which only results in a search of Michigan records.
Grand Island, NE	Elizabeth A. Heidt Kozisek, PhD Director, Child Protection Office <a href="mailto:bheidt@gidiocese.org">bheidt@gidiocese.org</a> 308-382-6565 office 308-370-1949 cell	Criminal background screens are conducted through a National Criminal History Database. Screens are conducted through Choice Point – a Lexus Nexus Company. Information from the Nebraska Sex Offender registry is also utilized in screening staff and volunteers. Employees and Volunteers are asked to provide references.
Grand Rapids, MI	Msgr. William H. Duncan	The Diocese uses the services of Credential Check Corporation, which conducts criminal background checks as well as searches of sex offender registries. The Dioceses also uses ICHAT, which allows on-line checks of the Michigan Criminal History Record maintained by the Michigan State Police.
Great Falls-Billings, MT	Sr. Kathleen Kane, OP Victims Assistance <a href="mailto:kkop@itstriangle.com">kkop@itstriangle.com</a> 406-378-2369 (w) 406-378-2250 (Victims Hotline)	All Background Checks are done through Mind Your Business. Although not a written policy, anyone convicted of a sexual or violent crime is automatically excluded.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Green Bay, WI	<p>Karen Bass Safe Environment Assistant <a href="mailto:kbass@gbdioc.org">kbass@gbdioc.org</a> 920-272-8198</p> <p>Ann Fox Diocesan Assistance Coordinator <a href="mailto:afox@gbdioc.org">afox@gbdioc.org</a> 920-272-8174</p>	Completed through eApps Online Application system. eApps is a product marketed by Austin Computing Solutions. The individual is required to complete an online application. eApps then forwards the information to a company named ISP Services which conducts state and federal criminal court searches as well as law enforcement criminal records searches (currently in 39 states) and available sex offender databases. eApps maintains a record of all transactions for use by the parishes and the diocesan Safe Environment Assistant.
Greensburg, PA	Mr. Charles R. Quiggle Director of Human Resources	Along with normal reference checks, there are three background evaluations that are required. The first is a Pennsylvania Criminal Record Check done through the Pennsylvania State Police. The second is an FBI fingerprint based criminal history background check done through the FBI. The final check is a Pennsylvania Department of Public Welfare Child Abuse History Clearance done through that agency.
Harrisburg, PA	Rev. William J. King	Educators and Catholic Charities working in family settings: Pa. Dept. of Public Welfare Abuse History Clearance (Child Line Clearance), Pa. Access to Criminal History (PATCH), and FBI record check; all other adults: Child Line Clearance, PATCH and FBI check if they haven't lived in Pa. for two years or if they currently live outside the state. International priests also checked thru Interpol for criminal history.
Hartford, CT	<p>Dolores Skovich Coordinator of Safe Environment – VIRTUS <a href="mailto:DeeS@aohct.org">DeeS@aohct.org</a> 860-541-6491, ext. 145</p> <p>Theresa Hatfield</p>	Fingerprinting and Mind Your Business, Inc. Fingerprints for educators and school employees are processed through the Connecticut State Police and volunteers go through Mind Your Business.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Background Check Coordinator <a href="mailto:theresah@aoht.org">theresah@aoht.org</a> 860-541-6491, ext. 151	
Helena, MT	Mrs. Judy Ober Human Resources Director <a href="mailto:jobber@diocesehelena.org">jobber@diocesehelena.org</a> 406-442-5820, ext. 21	For backgrounds, the diocese uses Omnia to do out of state criminal checks and the Montana Department of Justice to do in state criminal and driving checks.
Honolulu, HI	Lisa Gomes Safe Environment Coordinator <a href="mailto:lgomes@rcchawaii.org">lgomes@rcchawaii.org</a> 808-203-6743	The diocese has utilized the services of Employment Screening Services to conduct the background checks for all of the clergy, employees, volunteers and candidates for ordination. This is an on-line service which requires personal information and Social Security numbers. The service checks Hawaii State criminal records for convictions, Hawaii State public Sex Offenders records, and Hawaii State Spousal abuse records. If there is a hit on any of the above, the service will obtain the specific court records to provide additional details. Any positive hits are sent to the Director of Human Resources for the Diocese. She reviews the details to determine if the person should be immediately prohibited from any contact with children and advises the individual's Pastor for information, and the individual by letter. In some instances, in which the arrest and conviction might require further explanation, the HR Director and Pastor will meet with the individual to determine if they should be allowed to work with the children.
Houma-Thibodaux, LA	Susan Blanchard	Individuals: criminal history backgrounds conducted by the Terrebonne and Lafourche Parish Sheriffs Offices. For those from other state Parishes or out of state, the Chief of Police of Lockport, La., conducts the background. In addition, all individuals are run through the Department of Justice Dru Sjodin National Sex Offenders public website. Educators: criminal

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		history backgrounds conducted by the Louisiana State Police and fingerprints are submitted to the FBI. Seminarians: In addition to the criminal history check above the Office of Vocations checks Federal Civil Records, Department of Corrections Database, Sex Offender Registry and Social Security verification.
Indianapolis, IN	Ed Isakson Director, Human Resources <a href="mailto:edisakson@archindy.org">edisakson@archindy.org</a> 317-236-1549	Criminal history checks performed by Barada Associates in Rushville, IN which include Social Security Number verification, a check of the National Sex Offender Registry, and a search for criminal records in repositories from all 50 states. The A/D has established a new policy of re-conducting backgrounds every five-years.
Jackson, MS	<u>Mrs. Vickie Carollo</u> 601-960-8471  <u>Msgr. Elvin Sunds, V.G.</u> 601-969-2290	The Diocese of Jackson (DOJ) web site sets forth the policy regarding training requirements and background check requirements for all categories listed. Msgr. Sunds advised that all adults serving in the DOJ receive a name based criminal background check through a private company. They are also checked through the National Sex Offender Registry. All priests, deacons, educators, employees and volunteers receive this background check every 5 years. Application forms, located on the web site, were reviewed and confirmed this policy requirement. It is the policy of the DOJ that all personnel with access to children and youth clear the background test prior to their employment. All adults who come in contact with children (volunteers) cannot be accepted until the background check is completed and they have received the 'policy' book.
Jefferson City, MO	Ronald W. Vessell Associate to the Chancellor and Review Administrator <a href="mailto:review@diojeffcity.org">review@diojeffcity.org</a>	Once an adult arrives in the DOJC and will function in any of the categories above, they are given a background check release form, which is sent to the VAC. The VAC electronically sends the names and descriptive information to the State Highway



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	573-635-9127, ext. 224	Patrol for a check of the following data bases: Missouri state criminal records, DMV, Missouri Sex Offender Registry and the National Sex Offender Registry. If any negative or incomplete results are returned to the VAC, he utilizes the services of the United States Information Services (USIS), a private company. USIS conducts a nationwide criminal check. The VAC discusses negative information with the pastor, principal and/or the Bishop to make a determination as to the disposition of the adult. All background check records are maintained by the VAC.
Joliet, IL	Sr. Judith Davies, OSF Chancellor <a href="mailto:jdavies@dioceseofjoliet.org">jdavies@dioceseofjoliet.org</a> 815-722-6606, ext. 216	The Diocese requires all clergy, seminarians, deacons, candidates for the diaconate, new diocesan employees, and new parish and school employees to be fingerprinted for their background check. Volunteers are required to have a name-based background check. Adults who received a background check prior to 7/1/2008 have been given the ‘opportunity’ to have a fingerprint based criminal background check. A person is fingerprinted a second time, when the FBI does not accept the first print card. If the FBI rejects the second card, the DOJ instructs the parish/school to conduct a CANTS check, which is a name check of the Illinois Department of Family Services. Sr. Judith advised that a ‘hit’ from any database comes directly to her. She mails the report to the DOJ attorney, and he provides a legal opinion. She then reviews the attorney’s opinion, discusses the matter with the appropriate parish/school/department head, and a decision is made regarding the adult.
Juneau, AK	Roberta Izzard VAC/SEC & Bishop’s Assistant	When someone new wants to be involved in parish/school activities of any kind, they receive the initial training packet, which contains an authorization form for the DOJ to conduct a

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		background check. Using the name and DOB on the form, the SEC personally checks the National Sex Offender Registry. The SEC then notifies the submitting parish of the results of the check.
Kalamazoo, MI	Deacon Patrick Hall Director of Safe Environment <a href="mailto:phall@dioceseofkalamazoo.org">phall@dioceseofkalamazoo.org</a> Office: 269-349-8714, ext. 246 Cell: 269-744-5136	All background checks are done through Michigan Internet Criminal History Access Tool (ICHAT) operated by Michigan State Police; if the person has resided in Michigan less than 7 years, a check is done in the states/country they previously resided through a private investigator. All school employees must have a fingerprint check done through Michigan State Police and FBI.
Kansas City, KS	Rev. Gary Pennings, VG Safe Environment Coordinator <a href="mailto:frgary@archkck.org">frgary@archkck.org</a> 913-647-0340	The Archdiocese utilizes a national company located in Florida called Zaeplex. Zaeplex conducts a nationwide criminal check done through database and local checks and sends live individuals into the county court houses to do the criminal checks.
Kansas City, MO – St. Joseph	Mary Frances Horton Msgr. Robert Murphy	The Diocese’s background investigations include a check of the Missouri Highway Patrol and the Missouri Department of Social Services.
Knoxville, TN	Deacon Sean Smith, Chancellor <a href="mailto:ssmith@dioceseofknoxville.org">ssmith@dioceseofknoxville.org</a>	The diocese uses “Mind Your Business,” a company in North Carolina, to run backgrounds for their employees and volunteers. The Employee package consists of a Statewide Criminal Court Search, a National Criminal Offender Search and a Social Security trace. The Volunteer package consists of a National Criminal Offender Search and a Social Security trace. This reveals the cities and states where the individual has resided over the past seven years.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
La Crosse, WI	<p>Father Joseph W. Hirsch, Vicar for Clergy <a href="mailto:jhirsch@dioceseoflacrosse.com">jhirsch@dioceseoflacrosse.com</a> 608-788-7700</p> <p>James G. Birnbaum, Diocesan Attorney <a href="mailto:birnbaumstaff@centurytel.net">birnbaumstaff@centurytel.net</a> 608-785-2740</p> <p>Diana L. Roberts, Director of the Office of Catholic Schools <a href="mailto:droberts@dioceseoflacrosse.com">droberts@dioceseoflacrosse.com</a> 608-788-7707</p> <p>Ann C. Lankford, Director of the Office of Catechesis &amp; Evangelization <a href="mailto:alankford@dioceseoflacrosse.com">alankford@dioceseoflacrosse.com</a> 608-788-7700</p> <p>Chris Rogers, Director of the Office of Youth &amp; Young Adult Ministry <a href="mailto:crogers@dioceseoflacrosse.com">crogers@dioceseoflacrosse.com</a> 608-788-7700</p> <p>Msgr. Richard W. Gilles, Vicar General <a href="mailto:rgilles@dioceseoflacrosse.com">rgilles@dioceseoflacrosse.com</a> 608-788-7700</p>	<ol style="list-style-type: none"> <li>1) Basic background check form</li> <li>2) Comprehensive (fingerprint) background check</li> <li>3) Questionnaire</li> <li>4) Sex offender registry check</li> <li>5) CCAP</li> <li>6) Court records</li> <li>7) Psychological tests</li> <li>8) Personal visits to seminaries</li> </ol> <p>All clergy including candidates are fingerprinted and are checked against the data bases in the Wisconsin Crime Information Bureau. The Sex Offender Registry is a part of the checks conducted. For Employees, Educators and Volunteers all background checks are conducted by the staff of Diocesan attorney James Birnbaum. The entity (school, parish, etc.) initiates the process by having the applicant fill out the form and/or submit the fingerprint card which is forwarded to Birnbaum's staff. They access the Wisconsin Crime Information Bureau and checks for criminal files. Also the Sex Offenders Registry is checked. If the prospective person has lived in Minnesota within the last 10 years the Minnesota records are also checked. They then forward the results to the appropriate supervisor.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Lafayette, IN	Mrs. Helen Bender The Bishop's Office P.O. Box 260 Lafayette, In 47902 765-742-0275	All adults must have a background investigation if they work with children in the Diocese. The Diocese uses a private company called Barada Inc. for all backgrounds. This company conducts criminal, credit, sex offender and driver record checks. They can also conduct international criminal background investigations. The Parishes keep the records in the parish for their background checks
Lafayette, LA	Msgr. Russell Harrington Maureen K. Fontenot	<p>Priests, Deacons, Candidates: Letters of Suitability Mind Your Business – online screening service. For seminarians, screening agency depends on Seminary providing the training. In addition to the name checks through Mind Your Business, Dcn. Kincel advises that he also has his candidates backgrounds checked via fingerprints. Seminaries also usually get a background check at the seminary, in addition to the name check undertaken by the Diocese.</p> <p>Employees, Educators , Volunteers: Mind Your Business – online screening services. Letters of recommendation/reference School employees are also screened through Louisiana State Police (fingerprints.) The DOLL will check volunteers/ employees references and uses Mind Your Business (MYB) to check backgrounds for all volunteers and diocesan/parish employees. (MYB checks include a minimum of a social trace, which gives the address history and validation of the SSAN, a search of the national criminal offender database, and a search of the national sexual and violent offender registry.) Per state law, all school employees (including teachers) obtain fingerprint checks; the results of these checks are returned to the office of the</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>Superintendent of Schools which communicates the information to the Office of Safe Environment. Mrs. Fontenot advised that, because it could often take some time to get the results of the fingerprint checks back, during this audit period the Diocese began doing MYB checks of all new school employees at the beginning of the school</p>
Lake Charles, LA	<p>Mrs. Bernell Ezell Office of Child &amp; Youth Protection <a href="mailto:bernell.ezell@lodiocese.org">bernell.ezell@lodiocese.org</a> 337-439-7400</p>	<p>Contracted service with Intellicorp and local Sheriff's Departments. Some employees are checked by fingerprint through the LA State Police &amp; FBI. Other employees &amp; all volunteers are checked by Intellicorp, with whom we have contracted to do national/county searches via social security numbers.</p>
Lansing, MI	<p>Sally Ellis Safe Environment Coordinator <a href="mailto:sellis@dioceseoflansing.org">sellis@dioceseoflansing.org</a> 517-342-2551</p>	<p>Educators and school employees are required by State of Michigan School Code Law and the Diocese of Lansing to complete a background check through the MSP and the FBI that includes live scan fingerprinting. The data is filed with the State Department of Education's <i>Michigan Education information System</i> (MEIS) and a "real time" check is done against new arrests within the state for all school employees, including educators.</p> <p>Parish and Diocesan employees are required to complete a background check through the MSP and the FBI utilizing live scan fingerprinting.</p> <p>ICHAT is used to conduct background checks on volunteers who regularly work with minors 4 or more hours per month on a regular basis. However, if the volunteer has not lived in the state of Michigan for the past 10 consecutive years, and meets the criteria of 4 or more hours per month on a regular basis, then the</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>volunteer is required to complete a background check through the MSP and the FBI utilizing live scan fingerprinting.</p> <p>Exception: Volunteers who chaperone overnight trips are required to complete a background check either through ICHAT or MSP/FBI as described above.</p>
Laredo, TX	<p>Melinda Mendoza Director of Human Resources, and Safe Environment Director <a href="mailto:mmendoza@dioceseoflaredo.org">mmendoza@dioceseoflaredo.org</a> 956-727-2140</p>	<p>Criminal Background checks are done on everyone. Lexis Nexis Program is employed for the background checks. This is a computer based service and password protected. Any hard copies are maintained in a locked and secure file area. The Human Resource office conducts backgrounds for the parishes and provides them with a successful or unsuccessful report. Any unsuccessful report is discussed with the Parish Pastor. These background checks are also conducted on all candidates for the seminary and deaconate. The results are provided to the Priest responsible for the respective candidates. Diocese policy is backgrounds conducted every 3 years on adults.</p>
Las Cruces, NM	<p>Wayne Pribble: Adults, priests, deacons, candidates for ordination. Volunteers. diocesan and parish employees</p> <p>Ben Trujillo: Educators and children/youth in Catholic schools</p> <p>Grace Cassetta, Mary Helen Lanez: Children/Youth in religious education classes</p>	<p>Background evaluations are conducted on priests, deacons, and candidates for ordination. The company Zaeplex is used for background checks which consist of a criminal records check. Intercoastal is used for international checks. Results of the checks are returned to the diocese. Information is contained in a database report. Background evaluations are conducted on educators, diocesan employees, parish/school employees, and volunteers. The company Zaeplex is used for background checks which consist of a criminal records check. Upon completion the results are returned to the parish/school on a form that includes the statement “no negative information found”, or a list of convictions. NM law requires fingerprint checks on educators and volunteers for Pre-K. Las Cruces</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		Catholic School has complied with this mandate and goes further to do fingerprint checks on all employees in the schools.
Las Vegas, NV	Ronald M Vallance	Background check by fingerprinting (prints are run through both FBI and State systems). All of the employees and volunteers whose positions require that they have backgrounds must have fingerprints submitted to the Nevada Highway Patrol. The prints are run through their system and checked through the FBI database.
Lexington, KY	Deacon Jim Paris	For most adults, the diocese uses the state of Kentucky court records (criminal records/abuse charges/ and driving records). For employees/potential employees/ and volunteers recently from out of state, they use Verified Person (nationwide criminal/alias check/social security number/and courthouse or county runners). For school employees, both teachers and administrative employees they use the finger print via the Kentucky State Police - the same as the public school system in Kentucky (criminal/alias/abuse charges).
Little Rock, AR	Deacon John M. McAllister, J.D., J.C.L. Chancellor for Canonical Affairs <a href="mailto:bmcallister@dolr.org">bmcallister@dolr.org</a> 501-664-0340, ext. 366  Teri Tribby Diocesan Safe Environment Coordinator <a href="mailto:ttribby@dolr.org">ttribby@dolr.org</a> 501-664-0340, ext. 313.	We contract with USIS, an information and security services company serving human resources, insurance, government agencies, and National Security markets. Headquartered in Falls Church, Virginia, for a series of investigations into the background of each individual. Specifically, the follow investigative reports are obtained: Motor Vehicle Report, Social Security Number Check, Criminal County History Search, National Criminal Search, and National Sex Offender Public Registry.
Los Angeles, CA	Joan Vienna Safeguard the Children Coordinator (213) 637-7227 <a href="mailto:jvienna@la-archdiocese.org">jvienna@la-archdiocese.org</a>	The ADLA requires all candidates for ordination and all clergy to submit to state and FBI fingerprinting for background checks under the penal and education codes applicable in California. The ADLA owns livescan machines, manages its own process

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Sister Mary Elizabeth Galt, BVM Chancellor (213) 637-7460 <a href="mailto:SrMEGalt@la-archdiocese.org">SrMEGalt@la-archdiocese.org</a>	and submits fingerprints directly to the California Department of Justice which then processes the prints and provides results to the administrative personnel designated to receive the reports and to receive reports of any subsequent arrests. The ADLA has developed a database, the Volunteer and Paid Personnel Information Network (VPIN) to maintain records of fingerprinting, training and other requirements. Candidates for ordination as priests are also subject to psychological, financial, and other screening prior to candidacy and during the seminary education to assure suitability for the priesthood. Candidates for ordination as permanent deacons are subject to similar, but less extensive, screening prior to and during candidacy. Employees, whether paid or volunteer, are to be fingerprinted as the main background check resource. If the person will be acting as an educator or is required by licensing requirements, the fingerprints are subject to both state and FBI review. If the person will be in another covered position or role, the fingerprints are subject to California penal code review.
Louisville, KY	Brian B. Reynolds, Ed. D. Chancellor/Chief Administrative Officer <a href="mailto:Breynolds@archlou.org">Breynolds@archlou.org</a> 502-585-3291	<ul style="list-style-type: none"> <li>• Criminal background checks are conducted with Kentucky State Police and a national data search through ChoicePoint</li> <li>• All clergy background checks were redone in August, 2007.</li> <li>• Background checks on seminarians and deacon candidates are conducted as part of application process.</li> </ul>
Lubbock, TX	Alicia Alvarez, Director Office of Christian Formation and Diocesan Safety Officer <a href="mailto:aalvarez@catholiclubbock.org">aalvarez@catholiclubbock.org</a> 806-792-3943 ext. 222	Done through Mind Your Business Inc.
Madison, WI	Cheryl Splinter Director of Safe Environment	The Diocese of Madison utilizes the services of FIDELITEC, LLC for their background checks. They conduct the following



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>checks: identity profile (which is tied in to the individual's social security number), county, state and federal criminal records (which also includes a search of the sex offender database), and a multi-state criminal data search, credit check and drivers record check. For international priests the Diocese of Madison also conducts an international background check in addition to requesting a letter from the sponsoring Bishop to attest to the fact that the priest is in good standing and that there has never been an allegation of sexual misconduct against this priest.</p>
Manchester, NH	<p>Mary Ellen D'Intino Compliance Officer and Director of Safe Environment <a href="mailto:medintino@rcbm.org">medintino@rcbm.org</a> 603-669-3100</p>	<p>Priests and Deacons</p> <ul style="list-style-type: none"> <li>• State criminal records check (every state of residence in the last 5 years) or J1 Work VISA if not a US resident.</li> <li>• Check of the national sex offender registry</li> <li>• Screening Form for clerics, religious and persons in ecclesiastical studies</li> </ul> <p>Non-incardinated Priests and Deacons</p> <ul style="list-style-type: none"> <li>• As above</li> <li>• Face to face interviews</li> <li>• Reference checks</li> <li>• Letter of “good standing”</li> </ul> <p>Candidates for Ordination</p> <ul style="list-style-type: none"> <li>• Complete the Background Information Form</li> <li>• Complete the Employment History Form</li> <li>• Write an auto-biographical</li> <li>• Write an essay on priesthood and celibacy</li> <li>• Psychological evaluation</li> </ul>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<ul style="list-style-type: none"> <li>• Complete the Financial Disclosure Form</li> <li>• Three Credit Reports</li> <li>• Criminal Background Check</li> <li>• FBI fingerprint check</li> <li>• If prior military, DD214</li> <li>• Complete Physical to include HIV and drug testing</li> </ul> <p>Employees and Volunteers who Regularly Work with Minors</p> <ul style="list-style-type: none"> <li>• <i>Diocese of Manchester Employment Application</i></li> <li>• State Criminal Records Check (every state in which the individual has resided in the past five (5) years) or J1 Work VISA if not a resident of the United States.</li> <li>• Check of the National Sex Offender Registry (www.nsopr.gov)</li> <li>• References check (3 references)</li> <li>• Face-to-face interview</li> <li>• FBI Fingerprint Check (Catholic School Employees)</li> </ul> <p>New Hampshire State police record checks are required for individuals who have resided in New Hampshire for the past five years. Massachusetts criminal records are reviewed for individuals who have previously resided in that state. Choicepoint is used for individuals who have resided in other states during the past five year period. These record checks were personally reviewed in the office of the Compliance Officer. State law requires that the responses to record check requests be destroyed. Confirmation notifications disseminated by the Compliance Office that the record check has been completed are either maintained in the parish or in the</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		Compliance Office for clergy and diocesan employees and volunteers.
Marquette, MI	Stephen J. Lynott Director of Ministry Personnel Services	The Diocese of Marquette utilizes the ICHAT service for all background checks (employees, volunteers, priests, deacons, educators, etc.). This is a criminal check system operated by the Michigan State Police. In addition, all of the categories previously mentioned also would be checked out through a company called CRI Services, Inc. CRI Services, Inc. would be utilized if the individual had NOT resided in the Diocese of Marquette area for any portion of the last seven years. All of the information received from these background checks is reviewed by the Director of Ministry (DOM) and the DOM would be the individual who would make determinations regarding suitability for employment/volunteer status. In addition to these checks, international priests also undergo one additional check. Their sponsoring Bishop is requested to conduct a criminal check in their home country before they come to the Diocese of Marquette. Also, the sponsoring Bishop would supply a letter of suitability certifying the priest to be in good standing.
Memphis, TN	Sandra Goldstein Director of Human Resources	Data Facts searches the National Criminal Database. Search is done by name, dob, SSN and area of residence (area the person has lived in the last 7 years). Commercial Transactions are also searched in areas of residence. These searches include civil, criminal, and National sex offender lists. In some cases the records of the Tennessee Bureau of Inv. are also searched.
Metuchen, NJ	Lawrence V. Nagle	Mr. Nagle oversees the initiation and results of fingerprint based background checks as well as maintaining related records for each of these groups with the exception of educators and school employees. In addition to the initial fingerprinting, the diocese does a recheck on the background of each individual every three

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		years. The State of New Jersey requires that processing background checks for educators and school employees be conducted through a separate system. These records are maintained securely at school sites but Mr. Nagle is immediately notified by the Superintendent of Catholic Schools in the event negative information is developed.
Miami, FL	<p>Mary Ross Agosta Director, SEP <a href="mailto:mragosta@theadom.org">mragosta@theadom.org</a> 305-762-1043</p> <p>Jan Rayburn Safe Environment Coordinator <a href="mailto:jrayburn@theadom.org">jrayburn@theadom.org</a> 305-762-1250</p>	Background checks are completed using county, Florida state and federal child abuse databases. it is mandated that all clergy, employees, volunteers, seminarian candidates, Eucharistic Ministers, etc. take part in our safe environment requirements which are: 1) all must be fingerprinted; 2) a; must participate in the Virtus training program which is provided at many locations throughout the Archdiocese of Miami. Both the fingerprinting process and the training are offered free to each participant. Our fingerprinting process is one of the most secured systems available, as we deal directly with the Florida Department of Law Enforcement who in turn works with the Federal Bureau of Investigation. Once someone is fingerprinted it is sent to the FDLE and within a few days the results are returned. Anyone with a questionable item is notified and has the opportunity to meet with his/her supervisor or pastor to explain the offense. The results sent to the Archdiocese are held in a specially-alarmed area, with other security aspects in place. The FDLE annually conducts an inspection of the Safe Environment Office that maintains the results of fingerprinting searches and our office continually receives the highest ranking for its security.
Milwaukee, WI	<p>Patti Loehrer <a href="mailto:loehrep@archmil.org">loehrep@archmil.org</a> 414-758-2230</p>	Checks are completed by the Crime Information Bureau (CIB) for WI data and we also use a national database service. The current provider is Intellicorp.net. Our previous provider, Choicepoint, Inc. is still used by some parishes. We also check

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<p>Amy Peterson <a href="mailto:peterzona@archmil.org">peterzona@archmil.org</a> 414-758-2232</p> <p>Barbara Anne Cusack <a href="mailto:cusackb@archmil.org">cusackb@archmil.org</a> 414-769-3341</p>	<p>the Wisconsin Circuit Court database. Searches conducted by the CIB include Criminal searches statewide. The Nationwide search conducts SSN verification, Nationwide Sex Offender Registry, Criminal and Terrorist indices checks. Copies of Nationwide returns and CIB returns were provided by Patti Loehrer and reviewed by the auditor.</p>
Mobile, AL	<p>Reverend James J. Cink Director, Office of Child Protection <a href="mailto:jcink@stdominicmobile.org">jcink@stdominicmobile.org</a> 215-661-3908</p>	<p>Priests, deacons and candidates for ordination are checked through the FBI in West Virginia by fingerprints. Educators and other school employees are checked through the State of Alabama criminal files and the sex offenders list. All other employees are checked through MYB Inc. which includes a social security number search (does not include fingerprinting).</p>
Monterey, CA	<p>Sr. Patricia Murtagh, IM <a href="mailto:srpmurtagh@dioceseofmonterey.org">srpmurtagh@dioceseofmonterey.org</a> 831-373-4345</p>	<p>The diocese conducts background checks by requiring fingerprinting and using these to check backgrounds through the State of California and federal criminal and sex offender databases.</p>
Nashville, TN	<p>Deacon Hans Toecker Chancellor <a href="mailto:Hans.Toecker@dioceseofnashville.com">Hans.Toecker@dioceseofnashville.com</a> 615-783-0765</p>	<p>The diocese uses Kroll (a background check company) to do all of their background checks. Kroll checks local county and state databases to confirm backgrounds of all priests, deacons, candidates for ordination, educators, diocesan and parish/school employees and volunteers who have regular contact with children. If anyone from any of these groups is from out of state they also do a federal database check.</p>
New Orleans, LA	<p>Sister Mary Ellen Wheelahan, O.Carm. Safe Environment Coordinator <a href="mailto:srmwheelahan@archdiocese-no.org">srmwheelahan@archdiocese-no.org</a> 504-861-6278</p>	<p>Choice Point Volunteer Select -Sex Offenders -County(Parish) Courthouse -SSN Verification -Choicepoint National Criminal File Plus All Catholic School Employees are fingerprinted by LA State</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		Police for Database Check before employment. Backgrounds are being done on all new clergy, employees and volunteers upon their arrival in the Archdiocese, and then re-done every three years thereafter.
New Ulm, MN	Ms. Michelle Flood Safe Environment Coordinator <a href="mailto:mflood@dnu.org">mflood@dnu.org</a> 507-359-2966	Diocesan policy requires all working unsupervised with children to have a criminal background report on file. The Diocese of New Ulm utilizes two companies for criminal background checks, the USIS/HireRight Company and the MN BCA. If these employees and/or volunteers will be driving with children, we also process a USIS/HireRight motor vehicle report. The minimum check needed for any person working with children is a criminal background report. All employees of a school, or a parish where there is a school, also require a MN BCA check on file. This includes those volunteers acting as un-paid coaches, directors of school activities, etc. USIS i.e. United States Investigative Services, now branded as Hire Right, conducts a county criminal check, a Social Security Number check and a national sex offender registry search as well as a search of a nationwide criminal database. MN BCA, the Minnesota Bureau of Criminal Apprehension affords a statewide criminal check. The MN BCA is done for educators and coaches.
New York, NY	Edward Mechmann Director of Safe Environment	Background Checks are done using ChoicePoint. New York provided attachments outlining how they handle negative results obtained during the evaluation process.
Newark, NJ	Rosemarie Papaleo Karen Clark	Backgrounds conducted as follows: Schools: Archdiocesan schools use the NJ State-mandated fingerprinting service provided by Sagem Morpho, Inc. The schools initiate this process, and are informed of any results. As a result of the information, they make hiring and firing decisions on their own. If an employee is terminated, the principal informs the Director of Government Programs, Personnel and Events in the Archdiocesan

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>Schools Office. For school employees or volunteers that do not require fingerprinting, the school will run computer based background screening using ChoicePoint, Inc. Results are returned to them immediately in the form of a 'red' or 'green' status on the computer screen. They call the Office of Child and Youth Protection if anyone has a 'Red' status returned. The Office reviews the detailed background check data, and then makes a recommendation to the principal for the recommended action to take, using the criteria attached. This two-page handout, entitled "Archdiocese of Newark Guidelines for Background Screening Reports – Criminal Conviction Matrix," was created in October of 2003 by the prior Chancellor, the Safe Environment Officer, and legal counsel.</p> <p>Parishes: Parish personnel initiate the background checks through ChoicePoint, Inc. Results are returned to them immediately in the form of a 'red' or 'green' status on the computer screen. They call the Office of Child and Youth Protection if anyone has a 'Red' status returned. The Office reviews the detailed background check data, and then makes a recommendation to the pastor for the recommended action to take, using the same criteria attached.</p> <p>Seminarians: The Archdiocesan Office of Vocations initiates background screenings for aspiring seminarians through Intercoastal Research and Investigations, and receives the results of the screening. The Director of Vocations decides the candidate's eligibility using the same criteria attached. All paperwork with approvals and screening results are sent to the seminary where the candidate is applying. Seminary procedures require this vetting of seminarians before admission, and the process includes a recommendation letter from a Bishop to allow admission into a seminary.</p> <p>Diaconate: The Archdiocesan Director of Selection and Deacon Formation receives background screening information from the pastor/parish sponsoring the candidate. All screening procedures are completed at the parish level, pursuant to the parish procedures identified above.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Norwich, CT	<p>Sheree Antoch Safe Environments Administrator 860-848-2237, ext. 212</p> <p>Reverend Ted F. Tumicki Bishop’s Delegate for Safe Environments <a href="mailto:ttumicki@sbcglobal.net">ttumicki@sbcglobal.net</a> (p) 860-822-8020 (o) 860-887-9294, ext. 251</p>	<p>Our <i>Comprehensive Screening Policy</i> is online at <a href="http://www.norwichdiocese.org">www.norwichdiocese.org</a> . On the homepage, look under the tab for Safe Environments and you will find another tab for the <i>Comprehensive Screening Policy</i>. Everyone who is screened has the following checks completed: Check of the Sex Offender Registry; Criminal Conviction History Records Check; Check of the Connecticut Department of Children and Families Registry. In addition, all new employees also have an FBI records check. Due to federal and state statutes and the corporate structure of the Diocese and our needs for access to records checks, we cannot use a commercial company. The process is summarized as follows: Each person being screened completes the appropriate forms and submits them to the Office for Safe Environments. The Office then forwards the forms to the appropriate state/federal agencies/bureaus. The Office then receives the results. If the results show no disqualifying or questionable convictions or issues, the results are communicated to the parish/school/institution. If the results disqualify a person, the person and the parish/school/institution are notified. If the results come back “questionable,” the person and parish/school/institution are informed; the person is invited to come to the Office to explain the situation in front of a three person panel; after hearing testimony, the panel makes a determination of eligibility or ineligibility, and the person and parish/school/institution is subsequently notified. A list of convictions that render people ineligible or questionable is listed on our website.</p>
Oakland, CA	Sister Glenn Anne McPhee, OP	Priests and Deacons - require fingerprinting and DOJ and FBI Checks. Candidates for Ordination, as with any clergy require fingerprinting and DOJ and FBI Checks. Educators - Livescan



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		Fingerprinting and DOJ and FBI Checks. Those who hold a valid California Credential are excepted because part of getting the credential involves those some checks. Employees - Livescan Fingerprinting. Volunteers and Parents: Livescan Fingerprinting and Megan's Law Screening.
Ogdensburg, NY	Sister Ellen Donahue, S.A. Diocesan Safe Environment Coordinator <a href="mailto:edonahue@dioogdensburg.org">edonahue@dioogdensburg.org</a> 315-393-2920	The individual's supervisor is to obtain a completed release form from the individual. The forms are forwarded on to specified individuals who submit the information to <i>ADP Select</i> for background check that includes Crimlink and National Sex Offender Registry, Crimlink Court Records Country Standard Felony and Misdemeanor, First Check-Social Security Number Validation, and Order Builder.
Oklahoma City, OK	Jennifer Goodrich Safe Environment Coordinator <a href="mailto:jgoodrich@catharchdioceseokc.org">jgoodrich@catharchdioceseokc.org</a> 405-709-2750 or 405-414-4256 (c)  Pat Koenig Director of Religious Education <a href="mailto:pkoenig@catharchdioceseokc.org">pkoenig@catharchdioceseokc.org</a> 709-721-5651, ext 126  Sister Catherine Powers Superintendent of Catholic Schools <a href="mailto:cpowers@catharchdioceseokc.org">cpowers@catharchdioceseokc.org</a> 405-721-5651, ext 101  <b>OR</b>	Archdiocesan policies require a background check for all members of the clergy and candidates for ordination; all employees, and any volunteers who have regular contact with minors. Background checks are re-run every three years. Information on the application for employment/volunteer work completed by the applicant is entered into a database maintained by Austin Computing Solutions. A background check is run by Integrated Screening Partners, Austin Texas, using the information input from the paper application. A National criminal background check and a State of Oklahoma sex offenders check is run on each applicant. The background search is based on the applicants name and date of birth. If records are found on an applicant, they are posted in the database. Results are discussed with the Chancellor and if necessary the pastor or school principal. Applicants cannot be offered a job, or perform volunteer work until the background check has been completed and approved.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<p>Cris Carter Associate Superintendent of Catholic Schools <a href="mailto:ccarter@catharchdioceseokc.org">ccarter@catharchdioceseokc.org</a> 709-721-5651, ext 128</p> <p>Loutitia Denison Eason (Tish) Chancellor <a href="mailto:leason@catharchdioceseokc.org">leason@catharchdioceseokc.org</a> 405-709-2749 or 405-615-2641 (c)</p> <p>Rev. Edward J. Weisenburger, V.G. <a href="mailto:eweisenburger@cathedralokc.org">eweisenburger@cathedralokc.org</a> 405-525-2349</p> <p>Deacon Max Schwarz Director, Permanent Diaconate Program <a href="mailto:maxpatschw@yahoo.com">maxpatschw@yahoo.com</a> 405-721-9351</p> <p>Reverend William Novak Director of Vocations 405-354-2743 (parish) CPC Secretary: Jean Mulligan/405-721-9351</p>	
Omaha, NE	<p>Rev. Joseph C. Taphorn Chancellor <a href="mailto:jctaphorn@archomaha.org">jctaphorn@archomaha.org</a> 402-558-3100, ext. 226</p>	<p>Backgrounds are conducted by a company in Florida called Zaeplex and they consist of a SSN search, a national criminal records search and a national sex offender search.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<b><u>Arch/Diocese/Eparchy</u></b>	<b><u>Safe Environment Coordinator</u></b>	<b><u>Background Methodology</u></b>
Orange, CA	Diane Murray Safe Environment Coordinator <a href="mailto:dmurray@rcbo.org">dmurray@rcbo.org</a> 714-282-3077	All are approved by the Bishop. Backgrounds are done through Livescan and a company called Certifix.
Orlando, FL	Theresa Simon Sr. Director of Human Resources, Safe Environment Coordinator <a href="mailto:Tsion@orlandodiocese.org">Tsion@orlandodiocese.org</a> 407-246-4830	Background investigations include reviews by Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation. The Diocese uses a program called "Safe System". This involves fingerprinting all church-related personnel who have contact with children and then submitting the prints and identifying data (through a third party contractor, "PrideRock") electronically to the FBI and the Florida Department of Law Enforcement. Results are transmitted directly to Marsha Luke in the diocesan Fingerprint Office, who enters the results into her data base and advises the parish entity and the Safe Environment Coordinator. (Should there be a positive "hit" the result would only be communicated to Ms. Simon, who would make the necessary parish contacts and personnel decisions). A central record is maintained in the diocesan Safe Environment office.
Owensboro, KY	Molly Thompson Safe Environment Coordinator	There is a document consisting of four pages of different types of checks that are conducted by the Diocese of Owensboro. These checks covered criminal and court records in adjoining states, federal checks, Fort Campbell checks and national registries.
Palm Beach, FL	Lorraine Sabatella Kit Johansen Kellie Petruzzi	Background Checks are done by Pride Rock. These checks include checks with the FBI and the State of Florida.
Parma for Byzantines, OH	Deacon William Frederick	Backgrounds for educators and school employees consist of fingerprinting by the state; all other adults are with Choicepoint.
Passaic for Byzantines, NJ	Father David J. Baratelli, Ed.S., M.Div. Coordinator for a Safe Environment in	The ChoicePoint web based programs for employee and volunteer background checks are utilized. Choice Point was

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Ministry <a href="mailto:fr.dave.ewr@juno.com">fr.dave.ewr@juno.com</a> 732-280-2682	<p>chosen as the most effective vehicle to conduct background checks for al. It is noted that the eparchy encompasses approximately 90 parishes in nine states along the East Coast. All personal information pertaining to background checks is securely maintained at the chancery. The specific program used is called Choice Point National Criminal File Plus. This includes Choice Point Employment Screen Now and Choice Point Volunteer Select. These tools provide criminal record checks from multiple criminal record repositories encompassing all 50 states. Repositories include department of corrections inmate and release files, probation and parolees data bases as well as court records, and date specific criminal record data bases. Records checked also include sex offender registries for 48 states plus Washington DC. Additional checks include employment history based on social security numbers.</p>
Paterson, NJ	Rev. Msgr. James T. Mahoney Vicar General and Moderator of the Curia <a href="mailto:jmahoney@patersondiocese.org">jmahoney@patersondiocese.org</a> 973-777-8818, ext. 205	<p>Diocese uses Sagem Morpho for fingerprinting and background checks as mandated by the New Jersey State Police. Individuals must schedule an appointment with Sagem Morpho (12 locations) to have their fingerprints taken. Turnaround time is 3-7 days and cost to the individual is \$26.00.</p>
Pensacola-Tallahassee, FL	Sister Margaret Kuntz, ASCJ	<p>Background investigations are done by Pinnacle Investigations, and include criminal checks based on name and DOB. The diocese requires fingerprints from all adults, and has the ability to run those fingerprints with the state of Florida, but chooses not to because it is cost prohibitive (about \$100 per check). The fingerprints are kept on file and can be run at a future date, if circumstances warrant. The taking of the fingerprint also acts as a deterrent. Msgr. Reed said the media wants fingerprinting of all adult categories.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Peoria, IL	Patricia M. Gibson	All adult categories are fingerprinted and checked through Illinois law enforcement. Educators are fingerprinted, but checked at the FBI national level.
Philadelphia, PA	<p>Evelyn Brannan Tarpey Coordinator of Safe Environment Program <a href="mailto:etarpey@adphila.org">etarpey@adphila.org</a> 215-965-1747</p> <p>Mary Rochford, Superintendent of Schools <a href="mailto:mrochford@adphila.org">mrochford@adphila.org</a></p> <p>Dr. Ellen Wedemeyer, Asst. Superintendent for Special Education <a href="mailto:ewedemey@adphila.org">ewedemey@adphila.org</a></p> <p>Ann Menna, Director of Parish Elementary Religious Education <a href="mailto:amenna@adphila.org">amenna@adphila.org</a></p>	<p>Priests, deacons, and candidates for ordination are required to provide: 1) PA State Criminal History; 2) PA Department of Public Welfare Child Abuse Clearance; 3) FBI fingerprint clearance if they have resided outside the state in the last two years; 4) A Criminal History Check; 5) Child Abuse Clearance. All new school employees, hired after 4/1/07, must have FBI clearance regardless of residence. Employees must secure backgrounds within 30 days of hire and until completed they have no unsupervised contact with children. Recheck done every 5 years. All adult categories receive background checks through the State Police and the State Department of Child Abuse (within the Dept. of Public Welfare- DPW). Background documents are maintained at the parish level in a secure location. Adults are given a 30-day grace period to accomplish background requirements, 90 days to complete training. After that if these requirements are not accomplished the adult cannot be with children in an unsupervised situation. They are given new and shortened deadlines to comply.</p>
Philadelphia Ukrainians, PA	Rev. Andriy Rabi, JCL	No data provided
Phoenix, AZ	Jennifer Mikitish Director, Safe Environment Training Office <a href="mailto:jmikitish@diocesephoenix.org">jmikitish@diocesephoenix.org</a> 602-354-2208	Choice Point is used by Phoenix. The following data bases are checked: Arizona Sex Offender Data Base, criminal, credit, and drivers license data bases. Fingerprints required for priests, educators, and employees.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Phoenix, AZ Van Nuys Byzantines	<p>Sr. Jean Marie Cihota OSBM <a href="mailto:srjeanmc@hotmail.com">srjeanmc@hotmail.com</a> 602-861-9778</p>	<p>Background checks are submitted to the company Choice Point/Lexis in three areas: Social Security Number, National Criminal File Plus and State Sexual Offender Search for the specific state in which the volunteer lives. Choice Point is used by all the parishes/missions in the Eparchy throughout the seven states the Eparchy covers.</p>
Pittsburgh, PA	<p>Ronald W. Ragan Director, Office for the Protection of Children and Young People <a href="mailto:rragan@diopitt.org">rragan@diopitt.org</a> Phone: 412-456-5633 Fax: 412-456-3022</p> <p>Rev. Kris D. Stubna Secretary, Secretariat for Education <a href="mailto:kstubna@diopitt.org">kstubna@diopitt.org</a> Phone: 412-456-3100 Fax: 412-456-3101</p> <p>Rev. Dennis P. Yurochko Rector, Saint Paul Seminary <a href="mailto:dyurochko@diopitt.org">dyurochko@diopitt.org</a> Phone: 412-456-3100 Fax: 412-456-3187</p>	<p>All clergy, seminarians and candidates for the permanent diaconate are required to complete a centralized database application (eAppsDB); this system is designed and administered by Austin Computing Solutions, which includes the automatic electronic processing of The PA State Police Criminal Record Check and The PA Dept of Public Welfare Child Abuse History. All Employees and Volunteers are required to complete a centralized database application. When the application is submitted the PA State Police Criminal Record Check is processed and completed electronically. All applicants residing in PA are required to complete the Dept of Public Welfare Child Abuse History screening. Any parish, central administration employees or volunteers active in the diocese but residing outside of Pennsylvania at the time of application are required to complete the FBI Fingerprint Screening. Also, school employees must complete the FBI Fingerprint Screening (If hired on or after April 1, 2007); or if hired on or after January 1, 1986 while not having been a PA resident for the preceding two (2) years.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Pittsburgh for Byzantines, PA	Sister Elaine Kisinko OSBM Secretary to the Archbishop	The Archeparchy covers 28 counties in 7 states. Their procedures for background checks vary. Pennsylvania's is described above. In Ohio, fingerprinting is done electronically by the Catholic Schools Office. In West Virginia, traditional fingerprinting is done at State Police stations. For those parishes located at a great distance: Tennessee, Texas, Louisiana, and Oklahoma; the Archbishop writes to the Latin bishops requesting that the Archeparchial parishioners participate in their Safe Environment Programs and utilize their methods for background checks. All the Latin Bishops agree to this collaboration, and the Archeparchial parishioners obtain their training and clearances in this way. All documentation is sent to the Chancery. The Latin Dioceses involved are: LA: one mission-utilizes Archdiocese of New Orleans; OK: one mission utilizes Diocese of Tulsa; TN: one mission utilizes Diocese of Nashville and one mission utilizes Diocese of Knoxville; TX: one parish utilizes Diocese of Dallas and one parish utilizes Diocese of Houston.
Portland, ME	Thom Meschinelli Safe Environment Manager <a href="mailto:thom.meschinelli@portlanddiocese.net">thom.meschinelli@portlanddiocese.net</a> 207-773-6471, ext. 7809	<ol style="list-style-type: none"> <li>1. Since April of 2007 we do National Criminal and Sex Registry Background checks, which is performed by an approved 3<sup>rd</sup> party company – Screening One. This check covers 50 states and territories and includes a “National Terrorist Database”. It also allows us to check driving records for out of state licenses. A new feature added is the ability to do a social security trace on all employees to confirm information provided on their applications.</li> <li>2. We continue to do the Maine State Criminal Background and Bureau of Motor Vehicle and the Maine Department of Human Recourses checks.</li> <li>3. Additionally, Educators are finger printed by the state and they do a federal background check</li> </ol>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Portland, OR	Cathy Shannon Director of Child Protection/Victim Assistance	The Archdiocese of Portland uses CICS (City Investigation Corporate Security) Employment Services to run our criminal history checks. CICS completes federal, state, county and local searches for criminal activity. Individuals provide their Social Security and driver's license/ID numbers and show a picture ID at the time they submit the background check form to the location. Each location enters the data online to CICS. CICS searches under names and states provided by the individual on their application form as well as states and names that appear under the given identifiers.
Providence, RI	Paula J. Loud Safe Environment  Lt. Robert N. McCarthy BCI's	The Diocese of Providence is currently in the process of implementing a new computer database for our BCI background checks and the Safe Environment program. This web-based system will allow us to more effectively track those individuals who are employed or volunteer within the Diocese. The background checks for clerics, employees and volunteers includes fingerprinting each and then the Rhode Island Attorney General's office processes the fingerprints. This year they had a large number of deacon candidates and besides the fingerprint checks, also conducted interviews of references, associates and neighbors. Volunteers also have to sign a Disclaimer Form (required by the state), provide government issued identification with a photo and have the Form signed and notarized. They then have the names queried through the Attorney General's Office. The diocese does a follow up background check every three years. Contractors and other entities that are on diocesan property are required to provide a letter confirming that their employees have background checks.



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Pueblo, CO	Msgr. Mark Plewka Mrs. Theresa Farley Mrs. Ida Rhodes Deacon Jake Arellano	All clergy & candidates for ordination background checks are conducted by the Chancery which includes fingerprint checks with the Colorado Bureau of Investigation (CBI) and query of the Central Registry list for Sex Offenders. All School employees undergo fingerprinting which is mandated by policy which is sent through the CBI. All other employees and volunteers' background checks are at the discretion of the parishes, many of whom use the CBI and others who use private firms to do Database checks based upon the completed application. All are processed through the Chancery. Reference checks are conducted as needed. They conduct follow up background checks every three years.
Raleigh, NC	John Pendergrass Director of the Program for Child and Youth Protection <a href="mailto:safe@raldioc.org">safe@raldioc.org</a> 919-821-8157	Background screening is done for both the national child abuse registry and a national criminal records search via Austin Computing Solutions 2120-G W Braker Ln Austin, TX 78758 512-231-1238 x 201 International background checks are done through Intercoastal Research & Investigations PO Box 1133 Little River, SC 29566-1133 843-280-4461
Rapid City, SD	Linda Severns Diocesan Safe Environment Coordinator <a href="mailto:lseverns@diorc.org">lseverns@diorc.org</a> 605-343-3541	Data base checks are done for adults by 2 companies, Mind Your Business and Volunteers Select. For educators, they have fingerprints done per state regulations and the state police handles the requests.
Reno, NV	Brother Matthew Cunningham Chancellor <a href="mailto:matthewc@catholicreno.org">matthewc@catholicreno.org</a>	The background checks are conducted using a 3 <sup>rd</sup> party company, Fingerprinting Express, that does fingerprints electronically and then the person brings the prints back to the

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<p>775-326-9429</p> <p>Jane O'Connor Child Protection Coordinator <a href="mailto:Janeo@catholicreno.org">Janeo@catholicreno.org</a> 775-326-9445</p> <p>Anna Hill Background Checks</p>	<p>parish/school who submits them to the diocese. The coordinator at the diocese sends them to the Nevada Highway Patrol who forward them to the FBI for response. This is done on a flat fee basis.</p>
<p>Richmond, VA</p>	<p>Maryjane W. Fuller Assistant Director of Human Resources Safe Environment Coordinator <a href="mailto:mfuller@richmonddiocese.org">mfuller@richmonddiocese.org</a> 804-622-5203</p>	<p>Diocesan background check screening processes as follows:</p> <ul style="list-style-type: none"> <li>- Parish and Non-school employees – All lay and religious parish employees are screened every 4 years through the Central Criminal Records Exchange (CCRE) Name Search and the Sex Offender Registry Name Search (both of the VA State Police) and the Central Registry of Child Protective Services of the VA Department of Social Services. Employees who have lived outside VA during any part of the past 7 years are screened through Choice Point and through the Central Registry of Child Protective Services (VA Dept. of Social Services.)</li> <li>- School Employees – All are fingerprinted and screened every 4 years through the FBI Criminal Records and the Central Criminal Records Exchange of the VA State Police and through the Central Registry of Child Protective Services (VA Dept of Social Services.)</li> <li>- School/Church Day and Child Care Employees – All are fingerprinted and screened every 3 years through the FBI Criminal Records and the Central Criminal Records Exchange of the VA State Police and through the Central Registry of Child Protective Services (VA Dept of Social</li> </ul>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>Services.)</p> <ul style="list-style-type: none"> <li>- School Volunteers – All are screened every 4 years through a search by Volunteer Select (Division of Choice Point) and through the Central Registry of Child Protective Services of the VA Dept of Social Services.</li> <li>- Volunteers – All parish and non-school volunteers who regularly work with or regularly are involved with minors are screened every 4 years through a search by Volunteer Select (Div of Choice Point) and through the Central Registry of Child Protective Services of the VA Dept of Social Services.</li> </ul>
Rochester, NY	<p>Maribeth Mancini Director of Evangelization and Catechesis <a href="mailto:mancini@dor.org">mancini@dor.org</a> 585-328-3228 x 1242</p> <p>Anne Willkens-Leach Superintendent of Schools <a href="mailto:awleach@dor.org">awleach@dor.org</a> 585-328-3228 x1294</p> <p>Ms. Mary Bauer Director of Human Resources <a href="mailto:mbauer@dor.org">mbauer@dor.org</a> 585-328-3228 x1227</p> <p>Deacon David Palma Director of Deacon Personnel <a href="mailto:palma@dor.org">palma@dor.org</a> 585-328-3228 x 1237</p>	<p>The Diocese of Rochester employs the services of Rochester Business Alliance (RBA) to conduct background checks. Priests, deacons and candidates of ordination sign and authorization and notification form as required by the Fair Credit Reporting Act. RBA examines records in the counties of residence and employment of the past seven years for arrest and conviction, all levels of the NYS sex offender registry, and the FBI sex offender registry. If there is check which results in a hit, the results go directly to the Diocesan Director of Human Resources, where it is reviewed by her office, the Chancellor, and the VAC for final disposition. Records are maintained at the DOR. All educators, diocesan employees, parish/school employees and all volunteers sign an authorization and notification form as required by the Fair Credit Reporting Act. RBA examines records in the counties of residence and employment of the past seven years for arrest and conviction, all levels of the NYS sex offender registry, and the FBI sex offender registry.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Rev. James Schwartz Director of Seminarians 585-586-8089 <a href="mailto:Schwartz@stjosephspenfield.org">Schwartz@stjosephspenfield.org</a>	
Rockford, IL	Sister Patricia Downey, O.P. Director, Department of Educational Services <a href="mailto:pdowney@rockforddiocese.org">pdowney@rockforddiocese.org</a> 815-387-3389  Reverend Michael Lavan Director, Office of Vocations <a href="mailto:mlavan@rockforddiocese.org">mlavan@rockforddiocese.org</a> 815-387-3387  Reverend Msgr. Eric R. Barr Vicar for Clergy <a href="mailto:ebarr@rockforddiocese.org">ebarr@rockforddiocese.org</a> 815-387-3366	<p>The Diocese uses a system established by the State Police for their background checks for volunteers and Diocesan/parish employees. She advised that the State of Illinois has streamlined its system for background checks for entities like the Catholic Church allowing the background checks (based on name and DOB), with the results being returned to the inquirer via email. The system also enables updates to be sent to the inquirer via emails. The Diocese has required individual schools (for volunteers) and parishes to set up their own accounts to make the inquiries and obtain the results.</p> <p>For school employees (including teachers) the state requires fingerprint checks.</p> <p>For foreign priests, candidates living longer than 6 months in any place overseas are required to request that the local police agency submit a certificate or otherwise disclose any arrests, etc. (For more information, see the Rockford Additional Actions document.)</p> <p>For other priests they use ADP-Screening &amp; Selection.</p> <p>Additionally, for all employees, all volunteers, all priests the Diocese conducts a check through the federal sex offender data base and the State of Illinois sex offender data base. Those web sites are : <a href="http://www.isp.state.il.us/sor/">http://www.isp.state.il.us/sor/</a> and <a href="http://www.nsopw.gov/Core/Conditions.aspx?AspxAutoDetectCookieSupport=1">http://www.nsopw.gov/Core/Conditions.aspx?AspxAutoDetectCookieSupport=1</a></p>
Rockville Centre, NY	Eileen F. Puglisi, Director Office for the Protection of Children and	The Diocese requires the background check to be done before an individual can volunteer with a child. Generally, the Diocese,

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Young People <a href="mailto:epuglisi@drvc.org">epuglisi@drvc.org</a> 516-678-5800, ext. 573	for priests, etc., uses USIS background screening service which reviews criminal history records based on name, DOB, SSAN, etc. and checks the National Sex Offender Database. But, since these would not have been useful for these foreign candidates, they utilized other ways to check their background.
Sacramento, CA	Mary Hastings Safe Environment Coordinator 2110 Broadway Sacramento, CA 95818 <a href="mailto:mhastings@diocese-sacramento.org">mhastings@diocese-sacramento.org</a> 916-733-0227	All Diocesan Personnel shall be required to submit to a background check prior to engaging in their ministry, employment, or volunteer work. For Diocesan Personnel who work at the diocesan schools and have contact with minor pupils, or who work anywhere within the Diocese and have supervisory or disciplinary power over minors in his or her care, the background check shall include providing the Diocese with a complete set of fingerprints for submission to the California Department of Justice, except where an alternative background check is approved by the Diocesan Safe Environment Coordinator pursuant to the provisions of the Diocese's Fingerprint Guidelines and Procedures. Diocesan Personnel shall not engage in any activity involving contact with persons under the age of 18 years until the results of the California Department of Justice fingerprint check or other approved background check, have been received by the Diocese and the person has been cleared for employment or participation as a volunteer. Fingerprinting is taken by local law enforcement or a local service. All employees are processed by the DOJ and FBI. Volunteers are processed through the DOJ. We also subscribe to subsequent reporting service so that we will be immediately notified of charges or arrests in the future. Any volunteer who cannot be fingerprinted, due to lack of acceptable ID, must complete an electronic background check once every three years.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Saginaw, MI	Janet Fulgenzi, OP, PhD Victim Assistance Coordinator and Safe Environment Coordinator <a href="mailto:jfulgenzi@dioceseofsaginaw.org">jfulgenzi@dioceseofsaginaw.org</a> 989-797-6682	ICHAT (Individual Criminal History Access Tool) Background Check through operated by the Michigan State Police. Use of this service is free to non-profit organizations like the diocese. If priest or candidate for ordination is from out of the country, then there is an out of country background check done through Credential Services, Inc., Troy, MI. Also, a verification of Fitness for Ministry from the diocese/bishop if the priest or candidate was from out of the diocese/country. This is a letter of recommendation from the applicant's home bishop. The diocese has previously also utilized the services of Credential Check, Inc., to conduct criminal checks for international priests. For diocesan and parish employees and volunteers, the ICHAT Background Check through Michigan State Police is used. If the person has been out of the diocese in the past seven years, then an out-of-state background check is done in their former state of residence and/or out-of-country check is completed through Credential Check, Inc., Troy, MI. Michigan State Law is followed for all school employees, regardless of position, and they have live scan/FBI fingerprint checks. State law requires that all educators and school employees submit fingerprints for an FBI criminal history check.
Salina, KS	Fr. Barry Brinkman, Chancellor 103 North Ninth P.O. 980 Salina, KS 67402 <a href="mailto:chancellor@salinadiocese.org">chancellor@salinadiocese.org</a> 785-827-8746  Sr. Barbara Ellen Apaceller 103 N Ninth Salina, KS 67402	We employ two different criminal background checks on every adult (clergy or lay) that regularly minister to children or are around children. These checks include a KBI (Kansas Bureau of Investigation) check and a national check conducted by ChoicePoint (who was recommended by Catholic Mutual insurance). Criminal background checks are conducted by the diocesan Office of Safety and Security and the results of the criminal background checks are kept on file at the chancery. It is the Diocesan policy that the backgrounds be completed every

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<a href="mailto:barbcjsj@salinadiocese.org">barbcjsj@salinadiocese.org</a> 785-827-8746	five years. The Kansas Bureau of Investigation (KBI) is requested to check records for Kansas residents who have lived in the State for several years. For those who had only recently moved to Kansas, the Diocese uses Zaeplex, a national law enforcement records management company, in addition to KBI. Zaeplex has replaced ChoicePoint. Each person needing a background signs a release form prior to the submission of a request.
Salt Lake City, UT	Colleen E. Gudreau Director, Safe Environment <a href="mailto:SafeEnv@dioslc.org">SafeEnv@dioslc.org</a> 801-328-8641, ext. 344	The Diocese uses Choice Point for background investigations for Diocesan priests, employees, and volunteers. Diocesan school teachers' background checks are through the state which uses fingerprints and checks state and FBI criminal history records.
San Angelo, TX	Mike Wyse Chancellor <a href="mailto:mikedosa@aol.com">mikedosa@aol.com</a> 325-651-7500	The diocese has a policy that all employees and volunteers must have a background check. The diocese uses a private company, Austin Computing Service, for all backgrounds. The backgrounds include law enforcement records in all states that the person has lived in for the past 5 years. The checks also include driver license checks and the sex offender registry. This is maintained by Mike Wyse, Chancellor, and is password protected. Any hardcopies are in a secure storage at the diocese.
San Antonio, TX	Steve Martinez Victoria Esparza	The archdiocese uses the private investigative company Search Plus Investigative Services Inc., San Antonio, TX. They do the criminal checks of all counties of residence and the Sex Offender Database. They conduct the same background checks for all clergy, employees, school educators and volunteers.
San Bernardino, CA	Sister Cathy White SP Training  Paula Garcia Background Check	Background checks are done for all who have regular contact with minor. The Diocese of San Bernardino uses the California Department of Justice (DOJ) Live Scan Fingerprinting process. This process includes a report from the Federal Bureau of Investigation, (FBI). The Department of Justice will send any

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		subsequent information to the Office of Human Resources, the depositor for all background check information.
San Diego, CA	Rodrigo Valdivia	Diocese Office of Human Resources is responsible for background investigations. The Diocese uses a contractor, Choicepoint, for all background investigations except for Priest, Deacons and school personnel. They use Life Scan which conforms to California regulations for school teacher credentials. This includes fingerprint checks with state and FBI and is an ongoing report system. The Diocese policy is that all personnel and volunteers must have background investigations.
San Francisco, CA	Deacon John Norris Anne Gaylord Barbara Elordi Office of Child and Youth Protection Bishop William Justice Annabelle Groh Office of Vicar for Clergy	LIVE SCAN with CA DOJ and FBI reporting including Subsequent Arrest Reports (SAR) for all clergy. School employees are LIVE SCAN fingerprinted along with Clergy Other employees and volunteers are LIVE SCAN fingerprinted or their backgrounds evaluated under FCRA depending on the intensity, duration, and frequency of contact with minors.
San Jose, CA	Deacon Bernie Nojadera	Any adult working with children must go to law enforcement agency and have fingerprints. These are checked through California Dept of Justice and the FBI. Results are maintained by Human Resource office in a secure manner.
Santa Fe, NM	Annette M. Klimka, LMSW Victim Assistance and Safe Environment Coordinator <a href="mailto:aklimka@archdiosf.org">aklimka@archdiosf.org</a> 505-831-8144	When a priest, deacon, or candidate for ordination attends an Abuse Awareness Training for Adults, they fill out a certificate on the certificate is a space for their name, address, birth date, and social security number. That information is used to run a nationwide criminal and sex offender back ground check Also, if the Priest, Deacon is from another country his R-1 Visa is checked. The same process as used for the priests and deacons is used for all diocesan, parish and school employees and for volunteers.



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Santa Rosa, CA	Julie Sparacio Director Child and Youth Protection <a href="mailto:Sparacio@sonic.net">Sparacio@sonic.net</a> 707-566-3308	<p>All priests, deacons and candidates for ordination are background checked through the California Department of Justice and the FBI. This check is based on fingerprint identification. Deacons are screened (background and fingerprints) at the beginning of the year of discernment. All of our educators are required to complete a criminal background check through the California Department of Justice and the FBI. This check is based on fingerprint identification. All diocesan and parish employees and volunteers who have ongoing, unsupervised contact with minors, as well as all school employees must complete a criminal background check through fingerprints with the California Department of Justice.</p>
Savannah, GA	Stephen B. Williams Director, Office for the Protection of Children and Young People <a href="mailto:sbwilliams@diosav.org">sbwilliams@diosav.org</a> 912-201-4073	<p>Background investigations initiated by diocesan entities are accomplished by one of two methods: local law enforcement agencies or by a commercial vendor -- ChoicePoint. Local law enforcement, because they check fingerprints, review the records of the GBI and by extension, the FBI data base. ChoicePoint has the largest data base in the commercial sector and accesses data bases in all fifty states. A fingerprint check is encouraged for all diocesan entities, but because of constraints of availability, time, or financial resources many entities elect to utilize ChoicePoint. Specifically, the type of background evaluations on priests and deacons is determined by the entity where the individual is serving at the time of the evaluation. Candidates for permanent diaconate ordination receive their evaluation from ChoicePoint. Candidates for priestly ordination (seminarians) receive their evaluation from Intercoastal Research and Investigations, the only company endorsed by the National Council of Diocese Vocation Directors to do this service.</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Scranton, PA	<p>Gail Fromm Compliance Officer <a href="mailto:gail-fromm@dioceseofscranton.org">gail-fromm@dioceseofscranton.org</a> 570-207-2214</p> <p>Sarah Mountain <i>VIRTUS</i> Coordinator <a href="mailto:Sarah-Mountain@dioceseofscranton.org">Sarah-Mountain@dioceseofscranton.org</a> 570-563-8510</p>	Backgrounds: Diocese uses Choice Point. They receive SSN verification and a 50 state Child Abuse Registry check. In addition, they require a State police check and a PA Child Abuse History Check.
Seattle, WA	<p>Mary Santi, Chancellor/Delegate for Human Resources <a href="mailto:marys@seattlearch.org">marys@seattlearch.org</a> 206-264-2089</p> <p>Shawna McMahon Safe Environment Program Coordinator <a href="mailto:shawnam@seattlearch.org">shawnam@seattlearch.org</a> 206-274-3189</p>	The Archdiocese of Seattle requires that the background evaluations on all clergy, religious, employees and any volunteer with ongoing unsupervised contact with minors be renewed every three years. All background evaluations must be completed through our vendor, CICS Employment Services (CICS), which accesses credit records to determine any locations of residence of the applicant. In order to provide thorough national evaluations on all evaluations submitted, CICS does not rely on any single database, but individually looks at each location/jurisdiction to determine the most accurate method available to screen for criminal records. Local and National Sex Offender Registries are also checked for every applicant. For priests & deacons, the background evaluation date is tracked in the Office of the Vicar for Clergy. All seminarians have background evaluations done immediately prior to ordination in addition to those done upon acceptance into the program. These evaluations are tracked by Vocations Services within the Office of the Vicar for Clergy. All deacon aspirants complete background evaluations upon application into the Deacon Formation Program. They are run again every three years in addition to immediately prior to ordination. These evaluations

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>are tracked by Vocations Services within the Office of the Vicar for Clergy. Each parish independently requests background investigations from CICS. If no positive information is developed during the investigation a “no record” notification is sent directly to the requestor, and the results are entered into the archdiocesan data base. The results are maintained by the Vicar for Clergy (for all clergy), by the appropriate parish (for parish and school employees and volunteers), by the school (for educators) and in the chancery (for archdiocesan employees). If the investigation has resulted in a positive hit the results are forwarded to the SE Coordinator by CICS for review and a determination is made regarding the status of the employee/volunteer. The requestor is then notified of the decision.</p>
Shreveport, LA	<p>Deacon Michael Straub Director Human Resources and Safe Environment Program <a href="mailto:mstraub@dioshpt.org">mstraub@dioshpt.org</a> 318-219-7280</p>	<p>The diocese uses the firm Hire-Right, formerly USIS, for all background checks. It consists of a national criminal check and sex registry check. A motor vehicle check is also submitted for those individuals who, by virtue of their volunteer or employment activity (e.g.) coach, camp counselor, etc., would be expected to drive children/youth.</p>
Sioux City, IA	Dan Falls	<p>Background checks are conducted by “Choice Point”. Each check consists of a national criminal file check, sexual offender registry check and social security verification. Additional checks such as DMV and credit checks are also requested regarding job-related purposes.</p>
Sioux Falls, SD	<p>Jerome Klein Chancellor <a href="mailto:jklein@sfcatholic.org">jklein@sfcatholic.org</a> 605-988-3745 Renee Leach</p>	<p>The Sioux Falls diocese is current in all background investigations. Although the numbers appear low for each category, the diocese requires background checks every 6 years and the numbers set forth in the table above reflect those background checks required for this audit year. Auditor was</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Safe Environment Coordinator, <a href="mailto:rleach@sfcatholic.org">rleach@sfcatholic.org</a> 605-988-3722	advised that the background checks in the year 2010 will reflect a much higher number from the checks required this year as the majority of background checks will reach 6 years in duration. Auditor has changed the numbers to reflect that all background checks have been conducted for the Diocese of Sioux Falls.
Spokane, WA	Dr. Duane Schafer Secretary of Catholic Schools <a href="mailto:dschafer@dioceseofspokane.org">dschafer@dioceseofspokane.org</a> 509-358 7330	The backgrounds are done by submitting the names and personal info to the Washington State Police and they conduct the background. Out of state criminal backgrounds are conducted by Choicepoint.
Springfield, IL	Pat Kornfeld Safe Environment Coordinator <a href="mailto:pkornfeld@dio.org">pkornfeld@dio.org</a> 217-698-8500, ext. 155	The backgrounds were done by U.S. Investigative Services and they check both state and federal wherever the priest lived during the last ten years. There is also a check with the National Sex Offender List. Prior to arriving the priest has to have a letter of suitability from their bishop.
Springfield, MA	Patricia Finn McManamy, LICSW	The backgrounds are done by the Massachusetts State Police
Springfield-Cape Girardeau, MO	Karen Pesek	No data available
St. Augustine, FL	Fr. Mike Morgan	Background evaluations are conducted on all clergy including priests, deacons and candidates for ordination. The screenings, which include criminal background checks, are conducted every five years in accordance with the policy for the Province of Miami.  The diocese uses the Florida Department of Law Enforcement (FDLE) for individuals who have lived in Florida five years or more. National background checks are conducted on all individuals who are new to Florida or have lived in the state for less than five years. Local law enforcement officials take the fingerprints and enter the data into the FBI criminal history database for comparison. If there is a match, the diocese notifies

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		the individual as to whether or not they have been cleared to work or volunteer in the diocese. Intercoastal Research and Investigations conducts international background screenings. The Province of Miami policy requires background screenings be conducted every five years.
St. Cloud, MN	Rev. Marvin G. Enneking	All paid personnel have criminal background checks. The criminal background checks are processed by the State of Minnesota-Bureau of Criminal Apprehension and are based upon name, gender, DOB, and SSN. All unpaid staff and volunteers have a background check completed by a firm called "Mind Your Business, Inc." which conducts a National Sexual Offender Registry Search based upon name, DOB, gender, and SSN.
St. Louis, MO	Terry Edelman	The Archdiocese uses The Missouri Family Care Registry for background checks of individuals residing in state. These checks consist of a State Criminal Background Check, Sex Offenders Registry Check and Child Abuse Records Check with the Missouri Department of Social Services. For those who have resided outside the state they get a FBI criminal record check through submission of fingerprint cards to the Missouri State Police. The Archdiocese has recently been allowed to obtain FBI records through enactment of the Adam Walsh Act.
St. Louis – Our Lady of Lebanon	Reverend Peter Karam Director of the Eparchial Office for the Protection of Minors	The Eparchial Office for the Protection of Minors processes Background Evaluations using Choice Point. However, as of July 1, 2009 the Office has permitted parishes to process background evaluations through their local Roman Catholic Diocese.
St. Paul, MN	Rita Beatty PCYI Coordinator <a href="mailto:beattyr@archspm.org">beattyr@archspm.org</a>	The Archdiocese contracts with a vendor to perform criminal background checks. These checks include a search of the Minnesota Bureau of Criminal Apprehension records, a search

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	651-251-7742	of county criminal records in all counties (Minnesota and other states) of residence and employment for the past seven years, a search of the National Sex Offender Registry database and a Social Security Number trace to help verify a person's identity as well as identify any additional places of residence or employment within the last seven years. Incoming priests are required to provide a letter of good standing from their superior or sending bishop. The private contractor is McDowell Agency and this company is used for all background investigations conducted by the Archdiocese. The master database is with Ms. Beatty and is password protected and all hard copies are in secure and locked file cabinets. The parishes and schools initiate their background checks and if a result is returned with negative information, the school or parish is advised.
St. Petersburg, FL	André Glaudé Safe Environment Program Manager <a href="mailto:ag@dosp.org">ag@dosp.org</a> 727-344-1611, ext. 377	The Diocese utilizes the resources of the Florida Department of Law Enforcement Volunteer, Employee, Criminal History System (VECHS) and the Federal Bureau of Investigation's (FBI) Criminal Justice Information System (CJIS) to perform Level 2 criminal history background checks. This includes electronic fingerprinting and access to all arrest records including: expunged records, sealed records, missing persons records, sexual predator listings, outstanding warrants in all 3,200 counties of the United States and the five U.S. Territories, as well as access to the Interpol criminal records database internationally.
St. Thomas, VI	Callista Julien Director Child Protection <a href="mailto:callistajulien@yahoo.com">callistajulien@yahoo.com</a> 340-774-3166 ext. 206	Individuals conduct background checks and fingerprints at the local police stations in the Diocese, as well as countries they came from. Finger prints are utilized for all background evaluations.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Stamford Ukrainians, CT	Very Rev. Philip Weiner Chancellor/SEC <a href="mailto:chancellor@optonline.net">chancellor@optonline.net</a> 203- 324-7698	<p>All background evaluations were conducted as required for priests, deacons and candidates for ordination during the audit period. Employees and volunteers are background checked by first signing a release form then the Eparchy processes the check using ChoicePoint National Criminal File check and VolunteerSelect a comprehensive search of multiple criminal record sources including:</p> <ul style="list-style-type: none"> <li>• Federal Fugitive file &amp; Gov't watch list</li> <li>• State criminal record repositories</li> <li>• ChoicePoint proprietary information</li> <li>• Records from other state agencies</li> <li>• Sex Offender Registries in 39 states</li> <li>• County Criminal Search records</li> <li>• Motor vehicle records</li> </ul>
Steubenville, OH	Msgr. Kurt H. Kemo, V.G.	<p>Fingerprinting is done at the chancery building. Also once a year portable equipment is taken to various locations of the diocese for fingerprinting. Anyone may also go to any law enforcement department at any time. All Clergy, Employees and Volunteers must have their fingerprints submitted to the Ohio Bureau of Criminal Investigation and Identification. If they have not lived 5 consecutive years in Ohio then they must submit their fingerprints to the FBI. Additionally candidates for ordination must provide the names of three references that are contacted and interviewed regarding the character of the individual being checked. In all cases if a record is located it is immediately referred to the Diocesan Counsel, who then consults with the VG to make a determination as to whether the individual is qualified or not. The Chancellor advised she currently keeps the records of all backgrounds which have been conducted. They are kept by the number provided by the Ohio Bureau of Investigation</p>

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		/Identification or the number provided by the FBI, if the record check was conducted by the FBI.
Stockton, CA	Linda Dillen Safe Environment Training Coordinator	The Diocese of Stockton requires fingerprinting of all paid lay employees, clergy, and volunteers who have, as part of their ministry, unsupervised access to minors or vulnerable adults. This practice is required by state law for all educators. The fingerprint checks are through the CA Dept of Justice for arrest and conviction information within the state of California, for any sex offenses, or other serious or violent felonies; felony drug or non-narcotic offenses, within the preceding 10 year period; or three or more misdemeanor convictions. Educator fingerprint checks include out-of-state convictions or arrests pending adjudication for any sex offense, controlled substance offense, crime of violence of serious or violent felony.
Superior, MN	Kathy Drinkwine Safe Environment Coordinator <a href="mailto:kdrinkwine@catholicdos.org">kdrinkwine@catholicdos.org</a> 715-394-0216	All have had background checks through ChoicePoint. The deacons also have background checks through the Wisconsin Department of Justice. The diocese uses ChoicePoint (recently purchased by LexisNexis Risk Solutions) for all background evaluations for those who have regular, ongoing contact with children or youth, defined as five contacts annually or one or more overnight events. They advertise the ability to offer low-cost volunteer background screening to youth-serving and other nonprofit organizations. They have screened more than 2 million potential employees or volunteers and have identified more than 100,000 individuals with criminal convictions - including more than 500 registered sex offenders. Potential employees or volunteers receive the entire Code of Conduct whose last page is the application and release form for the background evaluation. This is processed by the Safe Environment Coordinator.



**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Syracuse, NY	Jackie Schiano Safe Environment Coordinator <a href="mailto:jschiano@syracusediocese.org">jschiano@syracusediocese.org</a> 315-470-1421	No data provided
Toledo, OH	Very Reverend Michael Billian, VE <a href="mailto:mwillian@toledodiocese.org">mwillian@toledodiocese.org</a> 419-244-6711 ext. 102	Ohio Bureau of Criminal Investigation and Federal Bureau of Investigation are used by the diocese. All clergy must have a background check completed every five years. Those employees who fall under medium and high responsibility as defined by our policy, must have a background check every year that is administered by Ohio Bureau of Criminal Investigation and Federal Bureau of Investigation.
Trenton, NJ	Margaret Dziminski Child Safety Coordinator <a href="mailto:mdzimi@dioceseoftrenton.org">mdzimi@dioceseoftrenton.org</a> 609-406-7400, ext. 5570	The Diocese of Trenton submits background requests through the New Jersey State Police and FBI Fingerprint Analysis.
Tucson, AZ	Paul N. Duckro, Ph.D., Director, Office of Child, Adolescent and Adult Protection <a href="mailto:pauld@diocesetucson.org">pauld@diocesetucson.org</a> , 520-838-2513	The system includes both fingerprint check (statewide) and an electronic check (nationwide). The fingerprint checks are done by the State of Arizona Department of Public Safety. The electronic checks are handled by 3 companies: 1. ADP 2. Trak1 (Used to process checks without a need for a Social Security number) 3. Pinnacle Investigations (for cases where an inquiry needs to be done on site at the respective courthouse). Certified teachers are checked by the State's access to the FBI fingerprint database. For other school employees the system includes both fingerprint check (statewide) and an electronic check (nationwide). A fingerprint check is conducted by the Arizona State Police on every individual and a nation-wide database check is done by Auto Data Processing or Trak 1.

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		When a check is needed in a state that does not have information available via a database system, Pinnacle Investigations is used to actually visit the county courthouses to ascertain the information.
Tulsa, OK	<p>Carol Robinson VIRTUS Touching Safety Program for Children/ Coordinator, Catechetical Services 918-307-4933 <a href="mailto:carol.robinson@dioceseoftulsa.org">carol.robinson@dioceseoftulsa.org</a></p> <p>Mary Malcom VIRTUS Protecting God’s Children Training for Adults 918-307-4941 <a href="mailto:mary.malcom@dioceseoftulsa.org">mary.malcom@dioceseoftulsa.org</a></p>	The diocese does conduct background evaluations on all priests, deacons and candidates for ordination. The background evaluation process is the same for all categories of personnel within the diocese. During this audit period the diocese was using a fingerprint check which was submitted through the Oklahoma Department of Education. That check included a search through the records of the Oklahoma Bureau of Investigation, Oklahoma State Violent Offender Search, Oklahoma State Sex Offender Search and a search of the FBI. Turnaround time, however, is 6-8 weeks and there is often a rejection of the fingerprint card due to it being unreadable. The diocese recently developed a fax which provides for multiple names of individuals that can be submitted to the Oklahoma Bureau of Investigation for a name search through their files to include (a) violent offender search (b) sex offender search. Turnaround time for this name search is approximately 72 hours and is used for those individuals whose background evaluation is needed on a priority basis. Interviewed Paul Iten, Investigator for the diocese; Rev. Patrick Brankin, Vicar for Deacons and Rev. Matthew Gerlach, Vocations Director.
Tyler, TX	Rev. Gavin N. Vaverek, JCL	The Diocese uses the “Integrated Screening Process” operated by a commercial agency based in Austin, Texas. The company provides law-enforcement checks.
Venice, FL	Dr. Volodymyr Smeryk Art Fleischer Dr. Kathy Kleinlein	The Diocese has a contractual arrangement with Pride Rock Holding, Inc. All persons having contact with children are required to submit their fingerprints via digital scan. The prints

**U.S. Catholic Church  
2009 Background Methodology  
by Arch/Diocese/Eparchy**

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		are run by the FBI and FDLE data bases and responses are generally received within 48 hours.
Victoria, TX	Melissa A. Perales	The Diocese of Victoria background process is run through eAPPs; Austin Computing Solutions. The process consists of an arrest and conviction check through the Texas Department of Public Safety and a registered sex offender's indices check. Derogatory information is sent to the Bishop for review.
Washington, DC	Marcia Zvara Director Office of Child Protection Services <a href="mailto:mzvara@adw.org">mzvara@adw.org</a> 301-853-5379	Background checks are now done by having the priest/employee/volunteer submit to fingerprinting and those prints are sent to the Maryland Department of Public Safety and from there to the FBI. The Archdiocese has its own "live scan" fingerprint equipment. The cost of the checks is \$33.25 for volunteers and \$37.25 for employees.
Washington, DC Military Services	John L. Schlageter, Esq.	All priests assigned to the AMS are serving in the Department of Defense and/or the Department of Veterans Affairs. All are required to undergo regular background checks for the two Departments which includes a criminal history check, among a lot of other things required for the individual to have a Secret or higher clearance for the DOD and prior to employment with the DVA. This is in addition to the background check they have received from their home diocese, prior to having been endorsed by the Archdiocese. All adults who have contact with children would be required to go through background checks as required by the Department of Defense. All volunteers who work on military installations would have DoD background checks. Background checks for the archdiocesan employees are conducted through "Criminal Watchdog.com" which does national search of arrests and convictions, and a search of sexual offenders data bases. This service costs them about \$25 per employee.

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Wheeling-Charleston, WV	Deacon Doug Breiding	Background checks are now performed by USIS. They do a basic check of SSAN, sex offender's registries and criminal checks in the county of residence/employment. Each parish/school/entity orders their own check through USIS and the Diocese pays the bill, \$18 per check. This process is monitored by Deacon Doug. He is currently building an on-line data base, that reports those people currently certified as having completed the SE process; background check, policy receipt and attendance at the Behavior Modification Workshop (Virtus training). This data base is not complete, but is on-going. There are currently over 1200 names entered onto the Certification list. It will be accessible to the public. Background checks have been preformed since about 2005.
Wichita, KS	Msgr. Robert E. Hemberger	The background process for all priest and other categories, except educators, is a review of the National sex offenders list. Interview of Therese Sellers. Educators are required by Kansas state law to submit to a more detailed background including fingerprinting.
Wilmington, DE	Sr. Suzanne Donovan Director of Human Resources <a href="mailto:sdonovan@cdow.org">sdonovan@cdow.org</a> 302-295-0674	Where obligated by law, the States of Maryland and Delaware conduct the background check (teachers, nurses, etc.). All other persons who have regular recurring contact with young people (5 hours or more a year) must have a criminal background check through Hyden Associates, Inc. No other background checks are accepted. The only exceptions are active law enforcement officers who submit a letter from the commander that they have had a background check, are in good standing, and that there is no known reason they cannot work with young people.
Winona, MN	Ms. P.J. Thompson, Chancellor <a href="mailto:pjthompson@dow.org">pjthompson@dow.org</a> 507-454-4643, ext. 223	ChoicePoint for all categories

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Worcester, MA	<p>Elizabeth Marcil Director, Office of Religious Education <a href="mailto:emarcil@worcesterdiocese.org">emarcil@worcesterdiocese.org</a> 508-929-4316</p> <p>Frances J. Nugent, L.C.S.W. Director, Office for Healing and Prevention Victim Assistance Coordinator <a href="mailto:fnugent@worcesterdiocese.org">fnugent@worcesterdiocese.org</a> 508-929-4363</p>	<p>The Diocese of Worcester requires all priests, deacons, candidates for ordination, employees and volunteers be subject to an initial and periodic update CORI (criminal Offender Record Information Review.) The Commonwealth of Massachusetts Executive Office of Public Safety, Criminal History Systems Board record checks provide information relative to any court appearance in the Commonwealth of Massachusetts. CORI requests are forwarded to the Diocesan Office for healing and Prevention for online processing with the Criminal History Board. CORI records are emailed to F. Nugent insuring confidentiality and appropriate record retention. Diocese adheres strictly to the Commonwealth policy regarding this program.</p>
Yakima, WA	Rev. Robert M. Siler	<p>For priests and deacons, we use CICS (City Investigative Security Employment Services, a private firm, Lincoln City Oregon) for background checks. We use the Seminary Formation Program and FBI fingerprint check for background checks for 11 seminarians and the Deacon Formation Program and CICS background checks for deacon candidates. For educators, we use CICS Employment Services or Washington State Patrol check for background checks. All teachers must be fingerprinted per state law. For all employees and volunteers we use CICS Employment Services or Washington State Patrol check for background checks.</p>
Youngstown, OH	<p>Nancy Yuhasz Msgr. John Zuraw Fr. John Jerek Dr. Alan Digianantonio Barbara Walko</p>	<p>Background checks: Electronic fingerprints are submitted for all adults, priest, deacons, employees and volunteers, to the Ohio Bureau of Investigation for criminal checks. In addition by Ohio State law all educators and all employees working in a school must have an FBI fingerprint check every 5 years.</p>